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## ASUN Operating Procedure – 5002

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### Operating Procedure Synopsis

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**Title:** Pre-Hiring Credit Check

**Approval Date/Revision Date(s):**

**Review Date(s):** 3/2018, 10/2019, 10/2020, 10/2021

**Executive Cabinet Liaison:** Vice Chancellor for Finance and Administration

**Responsible Manager:** Director of Human Resources

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### A. Purpose and Scope

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Arkansas State University-Newport seeks to hire the highest quality applicants. To support this effort as well as to promote consistency in our practices and compliance with system requirements, the following operating procedure has been established as a requirement for the credit checks for specific staff. The operating procedure is based upon and intended to comply with: Arkansas State University System Policy-Background Checks; Arkansas Department of Finance and Administration Policy Numbers 30.01, 30.05, 30.08, & 30.18; and the Arkansas State University System Handbook. This procedure does not apply to Part-Time, Adjunct or Work Study hires.

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### B. Definitions

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N/A

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### C. Procedures

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The ASU System Policy identifies two types of positions that require a credit check to be obtained as a condition of employment. These are identified as *Financially Sensitive Positions* and *Data Sensitive Positions*.

In compliance with ASU System Policy for Background Checks, Arkansas State University-Newport designates the following positions as requiring a pre-employment credit checks in addition to pre-employment background checks.

#### Financially Sensitive Positions:

Vice-Chancellor for Finance & Administration  
Controller  
Director of Financial Services  
Director of Budgets and Grants Management  
Fiscal Support Specialist  
Payroll Officer

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Student Accounts Officer  
Cashier  
Accountant  
Director of Procurement  
Director of Financial Aid

**Data Sensitive Positions:**

Network and Programming Related IT Personnel  
Data Analyst  
Director of Institutional Effectiveness  
Human Resources Personnel  
Advancement Personnel

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**D. Related Information**

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[ASU System Background Check Policy](#)