

I-9/Criminal Background Check Request Form

Why?

- Collect all requests in a central location.
- Ensure all required information is provided to expedite processing.
- Allow you to check status in real-time.

New EPAF Person Selection

EPAF Quick User Guides and Tools

- On the HR website, click 'EPAF' and scroll down to access all the EPAF User Guides and Tools

I9 and Criminal Background Check Request (NEW!!)

- Fill out this form to request an I9 and/or Criminal Background Check
- After submitting the form, a link will display for you to check on your request status
- Contact Ivor Dikkers or Kimberly Holbrook with questions

Temp Employee Update Form

- For Temporary new hires
- For current Temp employee updates
- Contact Kim Roughton with questions

Form Location

The form is located on SeaNet, together with the EPAF forms

Request Form

- Branching questions – only answer those questions that pertain to your request.
- All required information collected at once, in one place.

I-9 & Criminal Background Check Request

Fill out this form to request an I-9 and/or a Criminal Background Check.

Hi Ivor M., when you submit this form, the owner will be able to see your name and email address.

* Required

1. Employee/Non-Employee FIRST Name *

2. Employee/Non-Employee LAST Name *

3. Employee/Non-Employee Email Address *

4. Employee/Non-Employee Banner ID # (if they have one)



Thanks!

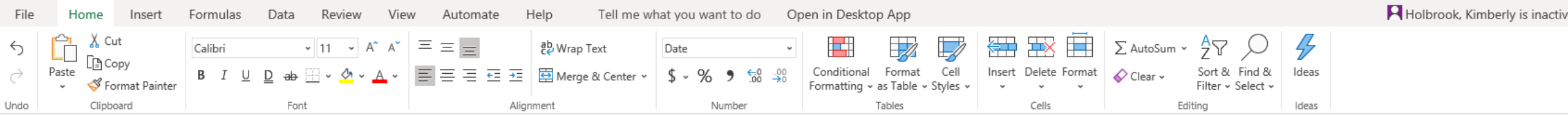
To check the status of your I9/CBC, check the link below. (Tip - Bookmark/Save this link to check the status at a later time.)

https://uncw4.sharepoint.com/:x:/t/I-9CBC/EZ3fYpyrtOFCjMC1JMDPzPgBkolWM4MaSQXjRBy_HWZ9eA?e=jBuJy5

[Submit another response](#)

Request Confirmation

The link is static and valid for all requests you submit. You can save the link and access the underlying spreadsheet at any time.



ID	Start time	Completion time	Email	Name	Employee/Non-Em Employee FIRST Name	Employee/Non-Em Employee LAST Name		Status	I-9 HR Staff	I-9 Links Sent	I-9 Completed	CBC Evite Sent	CBC Initiated	CBC Passed	CBC Not Eligible
59	11/6/20 16:59:14	11/6/20 17:00:55	connollys@uncw.edu	Sean Connolly	Joe	Namath		in progress	IMD		11/12/2020				
60	11/9/20 12:49:44	11/9/20 14:08:10	fornesk@uncw.edu	Kathleen A. Fornes	John	Test		in progress	KLH		11/12/2020				
61	11/9/20 14:04:16	11/9/20 14:13:42	holbrookk@uncw.edu	Kimberly Holbrook	kathy	keets		in progress	KLH		11/12/2020	11/18/2020			
62	11/11/20 10:49:57	11/11/20 12:06:56	connollys@uncw.edu	Sean Connolly	Tom	Brady		in progress	KLH		11/12/2020	11/18/2020			
63	11/11/20 13:03:31	11/11/20 13:04:42	connollys@uncw.edu	Sean Connolly	Dan	Marino		in progress	IMD		11/12/2020				
64	11/11/20 13:06:14	11/11/20 13:07:22	connollys@uncw.edu	Sean Connolly	Jon	Doe		in progress	IMD		11/12/2020	11/18/2020			
65	11/11/20 13:16:00	11/11/20 13:17:12	connollys@uncw.edu	Sean Connolly	Tua	Tag		in progress	KLH		11/12/2020				
66	11/11/20 13:19:44	11/11/20 13:21:12	connollys@uncw.edu	Sean Connolly	Ben	Roth		in progress	IMD		11/12/2020				
67	11/11/20 16:29:14	11/11/20 16:43:02	pipkinl@uncw.edu	Lisa W. Pipkin	Lisa (test)	Pipkin (test)	for off-campus work	in progress	KLH		11/12/2020				
68	11/11/20 16:42:05	11/11/20 16:49:50	bradleyg@uncw.edu	Grelynn Shanitta Brad	Evan	Mattocks	ee	in progress	KLH		11/12/2020				
69	11/11/20 16:49:54	11/11/20 16:52:29	bradleyg@uncw.edu	Grelynn Shanitta Brad	Grelynn	Bradley	ee	in progress	IMD		11/12/2020				
70	11/11/20 16:50:00	11/11/20 16:59:22	casperb@uncw.edu	Beth R. Casper	Isaac	Newton		in progress	KLH		11/12/2020				
71	11/11/20 16:53:13	11/11/20 17:04:13	knighta@uncw.edu	Abby W Knight	Madeleine	Vanstory	approved by the	in progress	IMD		11/17/2020	11/12/2020	11/12/2020	11/17/2020	
72	11/11/20 17:02:15	11/11/20 17:08:43	casperb@uncw.edu	Beth R. Casper	Ana	Lytics		in progress	KLH		11/12/2020				
73	11/12/20 8:47:18	11/12/20 8:48:47	hubbardm@uncw.edu	Megan Hubbard	Megan	hubbard		in progress	IMD		11/12/2020	11/19/2020			

Request Spreadsheet

- You can review requests in real-time.
- You have read-only access, so you can't corrupt the spreadsheet.
- Use Ctrl+F to find your employees.
- Blue columns are your information; Kimberly and I add information in the green columns.