

Screening Request Documentation

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Who Is It For:

All Emory University employees

What Is It:

Screening Request is a function within PeopleSoft for campus users to submit various screening requests to Emory University Talent Acquisition Operations team

When To Use It:

Anytime you need to request screenings for employees (*post-employment only*), students, contractors, and/or volunteers that require criminal background, health assessments, drug screens, education verification, financial/credit risk, motor vehicle reports (MVRs), national sex offender registry, and/or reference checks to be compliant with Emory University policies

Where Is It Located:

[PeopleSoft Human Resources System](#)

Process Need-to-Knows:

1. Individuals submitted for screening requests will have 10 business days to act on links sent to them to initiate their screening request. If their link expires due to them taking no action, then their check status and screen results will be set to cancelled, and they will need to be submitted in a new screening request.
 - a. **Note** – Submitters and/or Requestors are responsible for communicate with and ensuring the individuals submitted for screening request are aware and ready to initiate the requested screening.
2. Submitter and Requestor are **responsible for checking the status(es)** of their screening request submission(s) (*see page 9 below*)

Functionality Need-to-Knows:

1. When submitting a Screening Request:

Search for Employee/Student					
ID	Legal Full Name	Person Type	Net ID	Email Address	Telephone
1	<input type="text"/>				

Insert an additional row by clicking the + button off the right. Each Type of Check Required per person will need its own row.

You MUST enter all information on both Employee-Student and Contractor-Volunteer tabs before clicking Save Draft or Submit below.

Figure 1 - Save Draft Information

- Once Screening Request(s) are submitted or placed in draft, **ONLY** the Submitter and Requester will be able to access the Screening Request(s) and review status updates
- Submitter and Requestor will receive the following email once the Screening Request Form has been **submitted**:

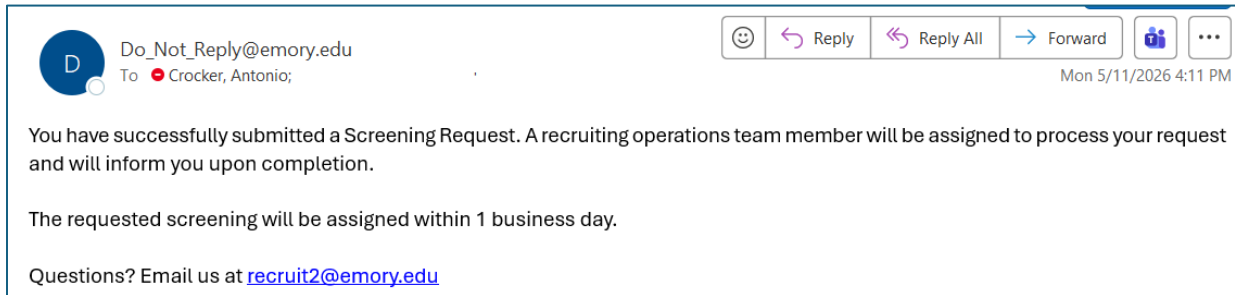


Figure 2 - Screening Request Submitted Email

- Submitter and Requestor will receive the following email once the Screening Request Form has been **assigned**:

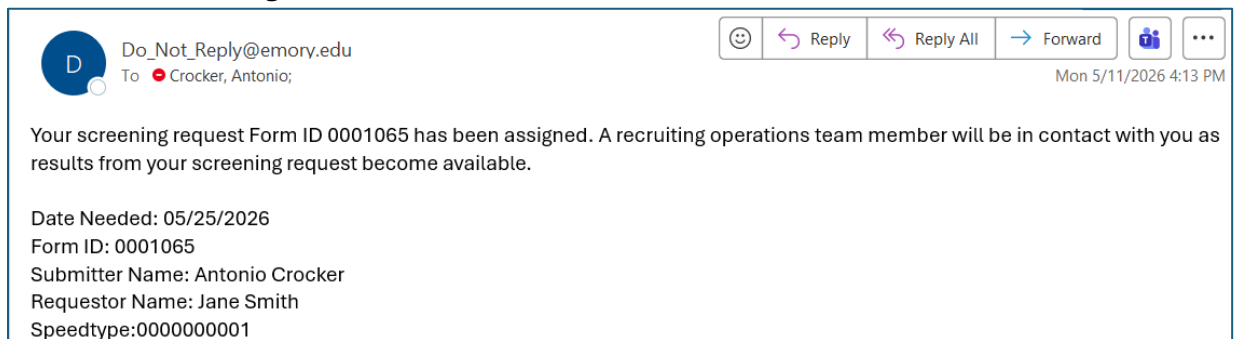


Figure 3 - Screening Request Assigned Email

- Submitter and Requestor will receive the following email once the Screening Request Form has been **completed**:

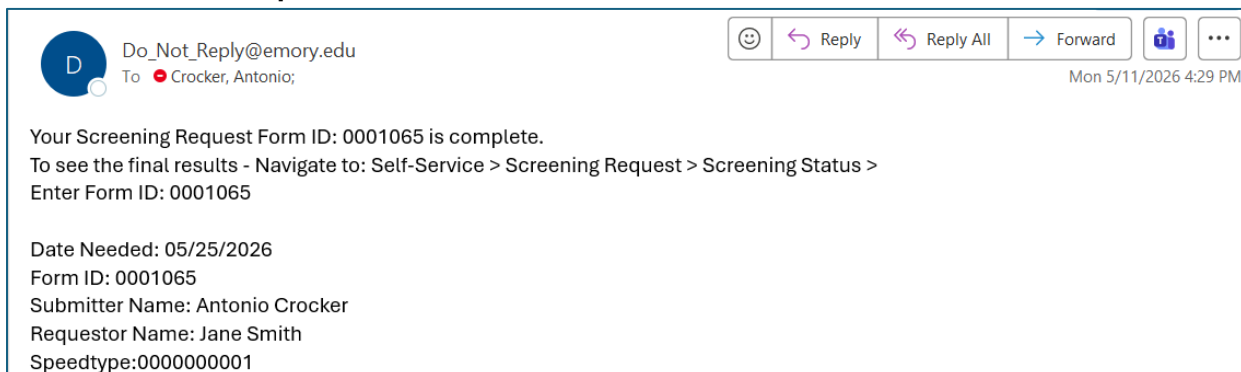


Figure 4 - Screening Request Completed Email

Definitions:

Field	Description
Submitter	Person who submits the Screening Request
*Requestor	Person requesting the Screening Request (<i>not always same as Submitter</i>)
Request Date	Date Screening Request is created (<i>auto-populates</i>)
Form ID	ID assigned to the Screening Request (<i>auto-populates</i>)
*SpeedType	Department's chargeback number
Project Description	Description of the Screening Request (<i>defaulted from SpeedType</i>)
Department	Department (<i>defaulted from SpeedType</i>)
Project ID	ID assigned to the Screening Request (<i>defaulted from SpeedType</i>)
*Date Needed	Desired date for Screening Request to be completed by
*ID	Employee ID or Student for the person to screen
Sponsor Account Net ID	Sponsor Account Net ID for the person to screen
*Legal Full Name	<i>Defaults based on the ID entered</i>
Person Type	<i>Defaults based on the ID entered</i>
Net ID	<i>Defaults based on the ID entered</i>
*Email Address	<i>Defaults based on the ID entered</i>
*Telephone	<i>Defaults based on the ID entered</i>
*Type of Screen Required	Available list of Screening Request options
*Reason for Request	Available list of reasons for Screening Request
Person Screened Name	Individual being screened
Check Status	Status the Screening Request is in
Screen Results	Final status of the Screening Request
Results Date	Date the Screening Request was completed
Comments	Designed space for additional details to be entered

Table 1 - Definitions

All fields above beginning with a * must have information entered in them to submit a Screening Request.

How to Access Screening Request:

1. Log into PeopleSoft
2. Navigate to Self-Service
3. Click the Screening Request tile

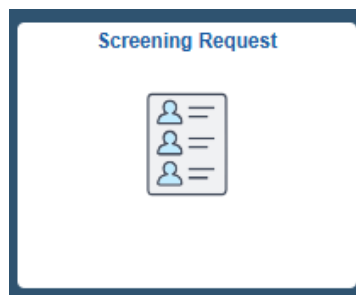


Figure 5 - Screening Request Tile

How to Submit Screening Request:

1. Locate the Screening Request Form tab:

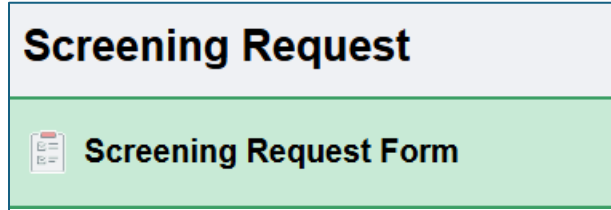


Figure 6 - Screening Request Form Tab

2. On the Employee-Student tab, enter information into the required fields (See step 6 for Contractor-Volunteer):

- *Requestor
- *SpeedType
- *Date Needed
 - You can search all employees and speedtypes by clicking the magnifying glass
 - The Form ID, Project Description, Department, and Project ID all auto-populate

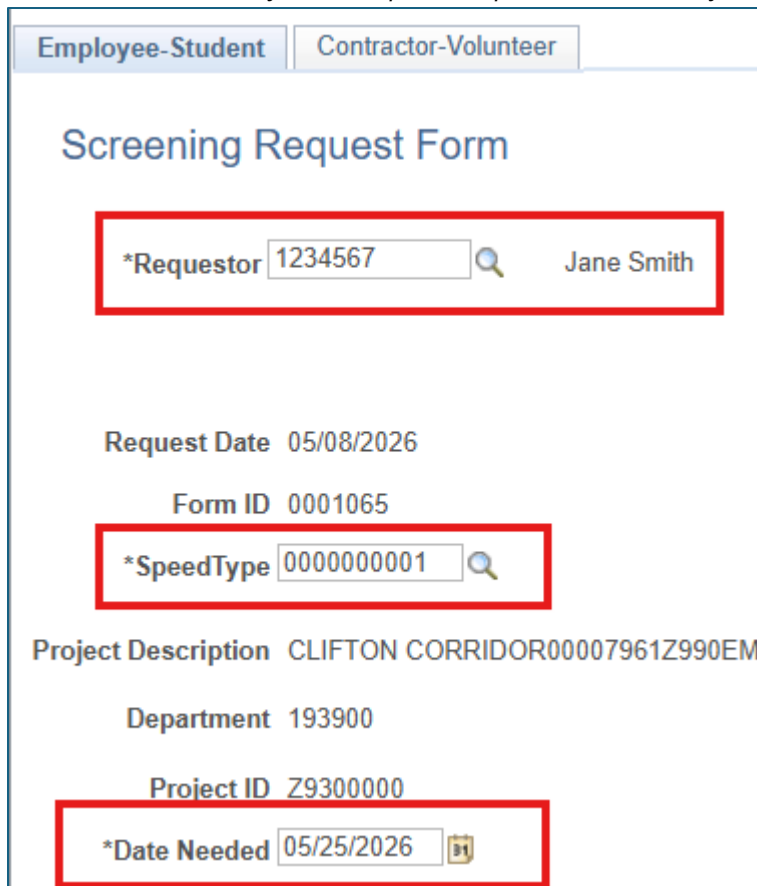
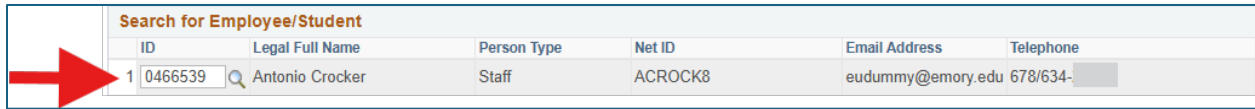
The screenshot shows the 'Employee-Student' tab selected. The form title is 'Screening Request Form'. There are two tabs at the top: 'Employee-Student' (selected) and 'Contractor-Volunteer'. The form contains several fields: '*Requestor' with a search icon and the value '1234567' and 'Jane Smith'; 'Request Date' with the value '05/08/2026'; 'Form ID' with the value '0001065'; '*SpeedType' with a search icon and the value '0000000001'; 'Project Description' with the value 'CLIFTON CORRIDOR00007961Z990EM'; 'Department' with the value '193900'; 'Project ID' with the value 'Z9300000'; and '*Date Needed' with a calendar icon and the value '05/25/2026'. Red boxes highlight the '*Requestor', '*SpeedType', and '*Date Needed' fields.

Figure 7 - Employee-Student Tab

3. Enter Employee or Student ID on row 1:

- The Legal Full Name, Person Type, Net ID, Email Address, and Telephone all auto-populate

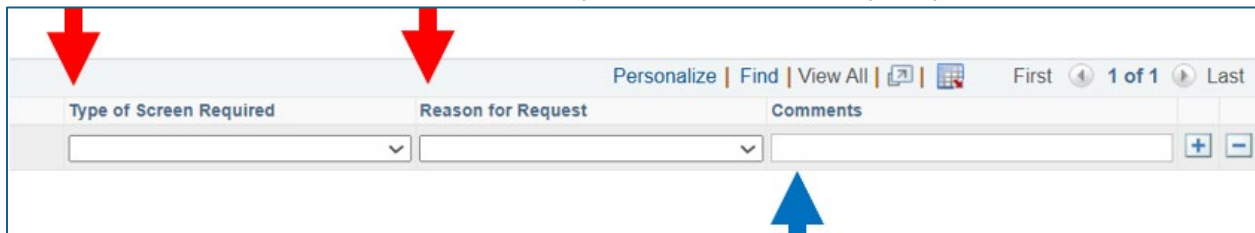


Search for Employee/Student						
ID	Legal Full Name	Person Type	Net ID	Email Address	Telephone	
1	0466539	Antonio Crocker	Staff	ACROCK8	eudummy@emory.edu	678/634-

Figure 8 - Search for Employee/Student Row

4. Select drop-down options in required fields:

- Type of Screen Required
- Reason for Request
 - Can leave additional information in Comments field if needed.

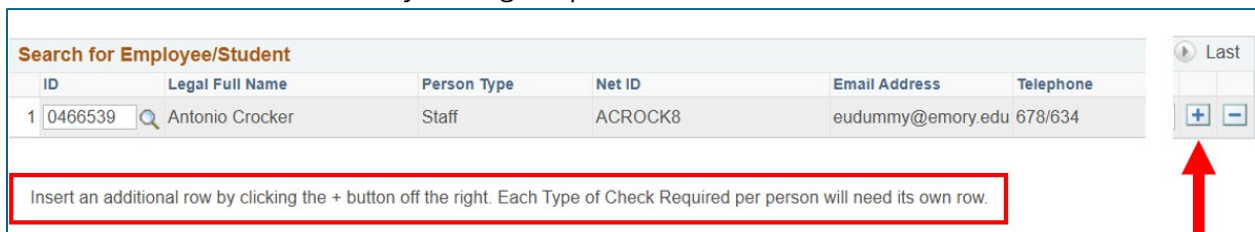


Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Type of Screen Required	Reason for Request	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 9 - Search for Employee Student Row Part 2

5. Create additional rows by clicking the plus icon at the end of each row:



Search for Employee/Student						
ID	Legal Full Name	Person Type	Net ID	Email Address	Telephone	
1	0466539	Antonio Crocker	Staff	ACROCK8	eudummy@emory.edu	678/634

Insert an additional row by clicking the + button off the right. Each Type of Check Required per person will need its own row.

Figure 10 - Insert Additional Row

6. If applicable, click the Contractor-Volunteer tab to submit Screening Request for non-employees/students:



Employee-Student | Contractor-Volunteer

Screening Request Form

Figure 11 - Contractor-Volunteer Tab

- If Requestor, SpeedType, and Date Needed were provided on the Employee-Student tab then it will carry over
 - If not, then follow instructions in Step 2 above
- If applicable enter Sponsor Account NetID

- Legal Full Name, Email Address, Telephone, Type of Screen Required and Reason for Request are all required fields
- To create additional rows, see Step 5 above

Figure 12 - Enter Contractor or Volunteer Row

7. Once all employees, students, contractors, and/or volunteers are submitted to the request you can either click Save Draft or Submit:
 - Note:

Figure 13 - Save Draft Information

How to Locate Draft Screening Request

1. Log into PeopleSoft
2. Navigate to Self-Service
3. Click the Screening Request tile
4. Click the Draft Screening tab

Figure 14 - Draft Screening Tab

5. Search by entering information in any fields below and click Search:

Draft Screening Search

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches: Choose from recent searches [dropdown] ✎

🔖 Saved Searches: Choose from saved searches [dropdown] ✎

Form ID begins with [dropdown] [input]

Requestor First Name begins with [dropdown] Jane [input]

Requestor Last Name begins with [dropdown] Smith [input]

Submitter First Name begins with [dropdown] [input]

Submitter Last Name begins with [dropdown] [input]

^ Show fewer options

Case Sensitive

Search Clear

How to Check Status of Screening Request

1. Log into PeopleSoft
2. Navigate to Self-Service
3. Click the Screening Request tile
4. Click the Screening Status tab

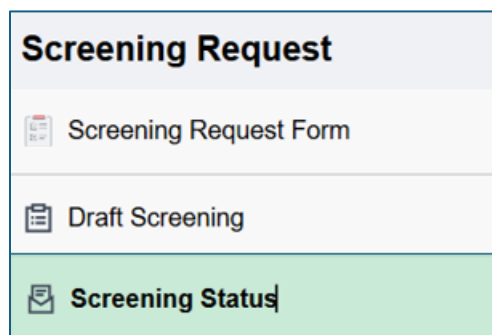


Figure 15 - Screening Status Tab

5. Enter Screening Request Form ID number and Click Search:

Screening Request

Screening Request Form

Draft Screening

Screening Status

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Search by: Form ID begins with

Show more options

Search Clear

Figure 16 - Screening Status Display

6. View the Check Status and Screen Results for each of your Screening Request(s) within the Form ID
 - *Please note Screen Results do not appear until the Check Status is Complete or Cancelled

Screening Status Update

Form ID 0001065

Requestor Name Jane Smith

Submitter Name Antonio Crocker

Person Screened Name	Request Date	Type of Screen Required	Check Status	Screen Results	Results Date
1 Joe Brown	05/11/2026	Criminal Background	Initiated with Vendor		
2 Antonio Crocker	05/11/2026	Motor Vehicle Report	In Progress		

Figure 17 - Screening Status Update Display