Youth Protection Program
Level 2 Background Check FAQs

State of Florida Level II Background Check is conducted in accordance with the State of Florida level 2 standards, which includes fingerprinting for statewide criminal history records checks through the FDLE and national criminal history records checks through the Federal Bureau of Investigation (FBI) and may include local criminal records checks through local law enforcement agencies.

Different Types of Level 2 Background Checks

- The level 2 background check approval isn’t a blanket approval process—it is conditional on the type of program and the dates it runs. There are two different level two background checks summer camps and enrichment programs. Clearance for one does not extend to the other.

Entering Staffers in Squire

- Any programs that need to be registered in Squire should display the program sponsor and all staff that meet the criteria of needing a level 2 background check, even if they have been cleared for other programs. Clearance in one program does not extend to another program.

Requesting the Background Check

- All requests for level 2 background checks on current employees must be submitted through the UCF Compliance and Ethics Squire System. You can no longer request the level 2 background check through the Qualtrics Background Check Request Form.
  - If this is a new hire from an unposted position and a level 1 background check is also needed, do not submit the Qualtrics Background Check request form to initiate the level 1 check. You only need to enter the person in the Squire System. Talent Acquisition will initiate the level 1 and 2 checks from Squire. A background approval email from HR Talent will only be sent to the program sponsor for ePAF entry.
    - Please note that the college’s primary HR liaison will not receive a copy of the approval email. If the liaison needs a copy of the email, it will be the responsibility of the program sponsor to forward it to the appropriate hiring department personnel.
  - If your new hire is from a PageUp posted position, please reach out to your Talent Acquisition point of contact to let them know a level 2 background check is also needed.

Previous Background Check Validity

- Employees that require a level 2 background check will have their level 1 background check reviewed for validity. If it is determined that the employee predates the background check requirement, or if the employee was hired as an OPS Undergrad and it wasn’t required, we will run it for the first time.
- If a previous background check is valid, the person will be cleared in Squire—you will not receive an email from HR.

Employee ID Requirements

- If a program staffer is an employee, you must include the emplid in Squire. If this is a new hire, you must start an ePAF and enter the SSN and DoB into PeopleSoft so you can include the emplid in Squire. The SSN and DoB are required to run a level 2 background check. The Employment Services and Records department has a Mini-Guide on their website named “How to Create an Emplid for an Employee through ePAF” that can guide you through this step.

Break-in-Service

- If program staff have a break-in-service longer than 90-days, another level 2 background check is required.

Payment

- A department charge number must be included for background check billing. Please note that you cannot charge a background check to a restricted number.
  - Restricted Numbers:
    - Department numbers where the 5th digit is a 2: these are for payroll and can’t be used for background checks; the department needs to use a different number.
    - Department numbers where the 5th digit is either a 6 or 7: these are sponsored project accounts determined by ORC Compliance Office that background check charges are truly an indirect cost of operations and as such cannot be charged against sponsored projects as a direct cost without written approval from ORC.
    - Department numbers where the 5th digit is an 8 – unless it is an RF account: these are sponsored project accounts determined by ORC Compliance Office that background check charges are truly an indirect cost of operations and as such cannot be charged against sponsored projects as a direct cost without written approval from ORC—unless it is an RF account.

Have questions? Email: hrbackgrounds@ucf.edu | Phone: 407.823.2771