

Requesting Background Checks Outside of Talentlink—Batch Requests



While most background checks (BGC) for Officers of Administration and Support Staff on the Morningside and Manhattanville campus are initiated in TalentLink, there are instances where departments and schools will need to request checks outside of that system. These background checks are called **Batch Requests**. (Note: If you are processing Protection of Minor BGCs, please see [the job aid](#) specific to those requests.)

How to Initiate a Batch Request

- 1) Go to the [Background Check webpage](#), scroll to the “Knowledge Center” and click on “Truescreen Batch Template” to download the spreadsheet required for submitting your requests.
- 2) Once you open the “Truescreen Batch Template” you will see the following:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Client Number	Division Number	SubDepartment	Job Requis	Program Billing Code 3	Requester	Report Level	Applicant First Name	Applicant Middle Name	Applicant Last Name	Applicant Suffix	Applicant Email	Country Code	Phone Number	Type
1333														

- 3) It is very important that you maintain the format of the downloaded spreadsheet. You should only add data to the following fields.
 - a. **Client Number:** This field is pre-filled with the number 1333. For every row of data you add, you should enter “1333” in the “Client Number” field.
 - b. **Division Number:** This field provides us with your Truescreen billing information. To find your Division Number, go to the [Background Check webpage](#), scroll to the “Knowledge Center” and click on “Truescreen Division Number.” Enter this number in **Column B** in every row where you enter data. (If you cannot find your Division Number, please contact us at hrcs-bc@columbia.edu.)
 - c. **Program Billing Code 3:** This is a text field, and it is entirely optional. You may use it to help you identify and track your BGC results. For example, you might add something like “Professor Smith’s Summer Interns.” Your Division Code may indicate that the bill should go to Arts and Sciences, but by adding information in “Program Billing Code 3” you will know that the checks you ran were for this particular project. You may also leave this field blank.
 - d. **Requester.** PLEASE LEAVE THIS FIELD BLANK. YOU ARE NOT THE REQUESTER.
 - e. **Report Level.** This is the name of the BGC package you wish to run. You may request different BGC’s on the same spreadsheet. The available packages are as follows:

Package Name
Drug Test Only 10P
Drug Test Only 9P
Education Verification Only
Employment Verification Only
Post-Offer Criminal Background and MVR
Post-Offer Criminal Background Check
Post-Offer: MVR Only
Pre-Offer: Education and Employment
Pre-Offer: Education, Employment and Drug 10p
Pre-Offer: Education, Employment and Drug 9p

Reference Checks
MVR Only

These package names must be entered in the “Report Level” field exactly as they appear above.

- f. **Applicant Name.** In columns H and I, enter the applicant’s first and last name respectively. If you have the applicant’s middle name, feel free to enter it in column I, but it is not required.
 - g. **Applicant Email.** In column L, enter the applicant’s email address. This can be a Columbia UNI email or an external email address.
 - h. **ALL OTHER FIELDS SHOULD BE LEFT BLANK.**
- 4) Once you have completed your Batch Request, save it with your Division Number in the title (e.g. “091 Requests.xls”) and email it to hrcs-bc@columbia.edu.
 - 5) The Background Check Team will confirm with you once your BGC request has been initiated.
 - 6) If you request, the Background Check Team will create a status report that will be emailed to you.

Good to Know

Our background check vendor, Truescreen, will send the Background Check Team a warning if the system identifies a potential duplicate BGC request. This is to prevent your department from being charged for an unnecessary check. Rest assured, if the Background Check Team receives a warning about a potential duplicate background check, we will contact you before canceling the request.

As always, the Background Check Team is available to assist you if you have any questions or concerns. Please write to us at hrcs-bc@columbia.edu.