HireRight Access Request Steps

Form Submission

1. Navigate to the Kuali Build form for HireRight Access (HireRight Access Form). **Employees must confirm that they have attended HireRight training before they are given access to the system. Please visit the Payroll I-9 Center before submitting an access request**.
2. Enter the employee's name in the Employee Details section. Other relevant employee information should auto-populate on the form.

HireRight Access Request

Employee Details

Employee Name *	Email
🔍	
Employee #	NetID
Primary Department	Primary Department #

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3. Select checkbox for Reason(s) for the request (Either Add Access, Remove Access, or both Add & Remove). Click the Add Another Row button to include multiple departments.

Example Below: Employee transfers to CLAS from Nursing. Employee no longer needs access to Nursing I-9s (previous department) in HireRight but will need to access to I-9s for CLAS (current department).

Add Access

Please add HireRight access to assist with I-9s for the following department(s):

Department(s) to Add *	Org Code	
Liberal Arts and Sciences ⬍	1267	🗑

➕ Add Another Row

Remove Access

Please remove HireRight access for the following department(s):

Department(s) to Remove *	Org Code	
Nursing ⬍	1316	🗑
Nursing Instruct and Research ⬍	1318	🗑

➕ Add Another Row

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4. Review all selections, and then click the submit button.

Discard	Save	**Submit**

Form Workflow

| FORM SUBMISSION | REQUEST RECEIVED
To: 👤 Submitter | CUSTOM ROUTING | DEPARTMENT APPROVAL
👤 Department Approver | ACCESS REVIEW/TRAINING | ACCESS CREATION | ACCESS GRANTED
To: 👤 Employee Name |

Form Submission – A HireRight request form has been submitted through Kuali Build

Request Received – Individual who submitted request form receives e-mail acknowledging receipt of request

Custom Routing – Payroll reviews access request and routes form to appropriate department approver

Department Approval – Department approver named in **Custom Routing** step receives Kuali Build e-mail asking to approve/deny request

Access Review/Training – Once request is approved by department, Payroll verifies that employee attended HireRight training

Access Creation – If HireRight training has been completed, Payroll will create a HireRight profile for employee

Access Granted – Employee is notified that their profile has been created and that a separate e-mail with login credentials will be sent