



Pre-Employment Fingerprinting Procedures New or Former Part-Time Employees

After the conditional job offer is made, the Department Chair/Supervisor will:

1. Inform the employee that he/she will need to be fingerprinted and will receive an email from the Employee Records department with instructions.
2. Email Employee Records (employeerecords@hccs.edu) with the following information: **(This must be done immediately after conditional job offer is made)**
 - Name of Employee**
 - Job Title**
 - Employee's Email Address and Phone Number**
 - Employee's Anticipated Start Date**
3. Employee Records will send the employee an email with detailed instructions regarding the fingerprinting requirement. The Supervisor will be copied on email.
4. The Department Chair/Supervisor will hold the employment packet until an email is received from Employee Records (ER) regarding whether or not the results have been approved. (Results are usually submitted to ER by the Department of Public Safety within 24 – 48 hours after fingerprints are taken).
5. Attach a copy of the approval email from Employee Records to the employment packet.
6. Release paperwork to next department upon notice from Employee Records.