

Enterprise - Utilizing AccuSourceHR Background Check

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Utilizing AccuSourceHR Background Check

Enterprise allows users to integrate AccuSourceHR for ease of running background checks, criminal records, etc. while seamlessly adding the information back into the database for quick review.

Note As of 4/7/2023, TempWorks will no longer be allowing new setups of the AccuSourceHR integration within Enterprise.

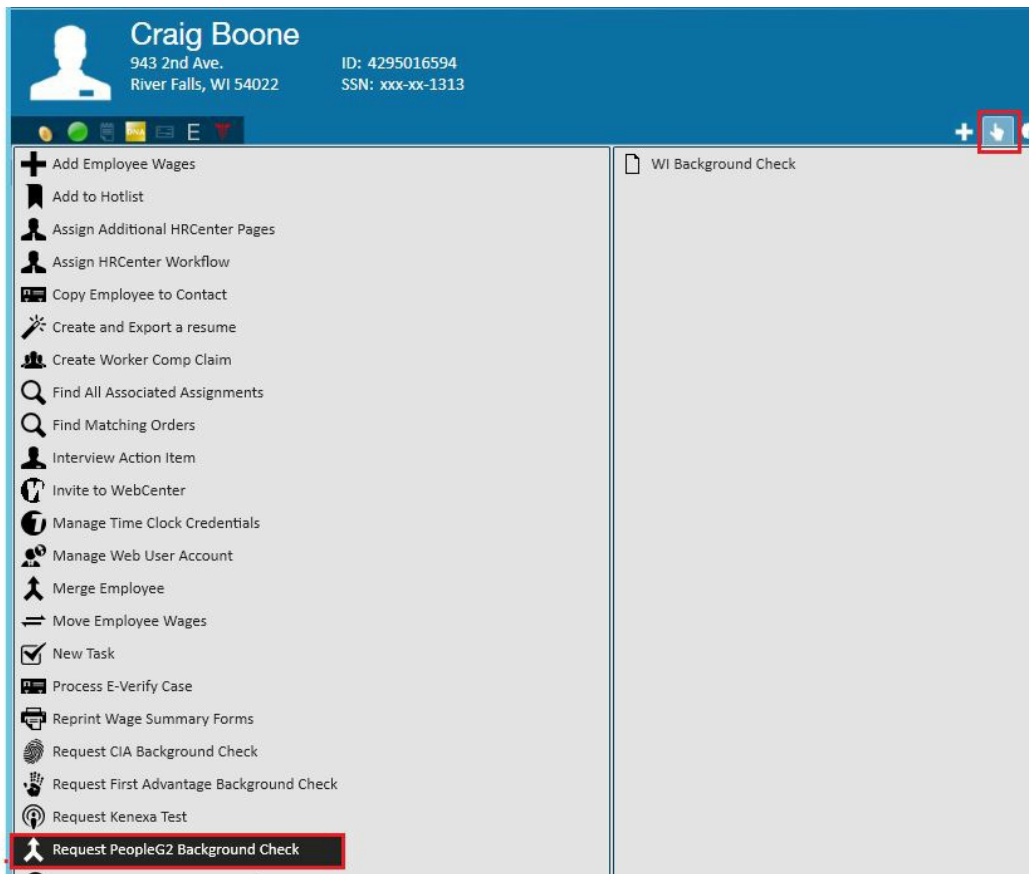
For new setups of the AccuSourceHR integration, please reference the instructions for [Beyond](#) and contact your Account Manager.

Note This integration does require additional setup and an existing relationship with AccuSourceHR. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager.

How to Request a AccuSourceHR Background Check

To request one of your available packages from AccuSourceHR, navigate to the employee you want checked. Once there, expand the actions menu and select "Request a PeopleG2 Background Check":

Note Although PeopleG2 has been rebranded to AccuSourceHR, Enterprise will continue to show PeopleG2 within the UI.



This will automatically open the "Peopleg2 background check request" window where a user's choice in packages is determined by the AccuSourceHR options they have signed up with. Select a package. Answer any additional required responses (ex. in the image below, a state and county is also required) and select "Next" to continue:

available packages

Select a single package to run on the employee

ID	State	County
County Criminal	AK	Alameda
Package 1	AL	Alpine
Instant Database Criminal	AR	Amador
Social Security Trace	AZ	Butte
	CA	Calaveras
	CD	Colusa
	CO	Contra Costa
	CR	Del Norte
	CT	El Dorado
	DC	Fresno
	DE	Glenn
	DR	Humboldt
	EV	Imperial
	FD	Inyo
	FL	Kern
	GA	Kings
	GU	Lake
	HI	Lassen
	IA	Los Angeles

Cancel < Back Next > Finish

In the final step, confirm the employee's data before finishing (submitting) the request:

pepleg2 background check request

data requirements
Review and update information to be sent to PeopleG2

Login

User Name	TempworksBQE9
Password	[REDACTED]
Accountid	fc2c5bc3-cf35-4f29-aabc-ef46f8d2a369
Override report Emai...	

Screenings

TransactionId	81127059-39b6-4465-b64f-8dee6037b59d
Location Code	1604
Location Description	Memphis SE
Background Check Co...	yes
Post Back URL	https:somewhere
Additional Reference	

Subject

First Name	Jared
Middle Name	
Last Name	Allen
SSN	548146584

Cancel < Back Next > Finish

Users can see all requests that were made and their related results by navigating to All Options> Integrations> PeopleG2, as shown in the screenshot below. Like all tables in Enterprise, users can filter the results by toggling on the column headers as needed. A related URL will be reflected once the results have been returned. Clicking on the URL will provide further details of the results:

The screenshot displays the 'PeopleG2 Background Checks' interface. At the top, there is a search bar with the text 'Search for Employees, Customers, Orders, etc.' and a user profile 'MFELLER: Eval Staffing'. Below the search bar, a message states 'No tasks to display for your current filter settings'. The main area features a table with the following columns: Full Name, SSN, Aident, Date Creat..., Result, Status, and URL. The table contains three rows of data for 'Abron, Jill'.

Full Name	SSN	Aident	Date Creat...	Result	Status	URL
Abron, Jill	145-57-7896	5022	12/30/2012			
Abron, Jill	145-57-7896	5022	12/30/2012	x:Complete	Completed	http://v98pps.deverus.com/mvp/login_form.cf...
Abron, Jill	145-57-7896	5022	12/30/2012			

The left sidebar contains a list of navigation options: api keys, call-em-all, carenow results, cia, e-verify cases, kenexa results, first advantage, **peopleg2**, trak 1, twitter search, employee, customer, order, assignment, contact, pay / bill, calendar, reports, and all options.

Once the results are sent back from AccuSourceHR, they will automatically post in the employees record. Lastly, a task will appear in the task bar of the Enterprise activity center indicating a result has been returned.

You will also have the option of having the results posted in a PDF document on the employee record under documents.

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