6 Additional Personal Information

6.1 Address Details

Address details can be obtained from the New Appointment Request Form, section C – personal details.

1. Click on the Next Step button, this will present you with the form used to enter an employees address.

2. Home/Personal address is displayed as default and this address is supplied on the New Appointment Request Form CHRIS/10, section C, personal details.
   Correspondence and term time address currently appear in the drop down list but these will disappear post Go Live
   Where only one address is entered the mailing address check box will automatically be checked. However, the UMS address held against position will be used.
3. Key in address details. The COUNTRY field only needs to be filled for an address that is not in the United Kingdom. (Note this field is meant to be Country and not County. The Post Office guidelines for writing addresses are that a post town with a postcode is all that is necessary as the County is reflected in the postcode). The Country field will automatically default to United Kingdom.

4. Click the button
6.2 Contact Details

Contact details can be obtained from the New Appointment Request Form CHRIS/10 page 2, section C – Personal Details. Question 18 requests home phone number.

1. Click on the Next Step button
2. Click the drop down arrow and select the appropriate contact type

3. Key in the details of telephone number
4. Click the Save button
6.3 Social Security Details

The social security details menu is used to record a person’s National Insurance number. This can be obtained from the New Appointment Request Form CHRIS/10, section C – personal details, question 16 or question 5 of the Certificate of Acceptance CHRIS/20

Where an employee has applied for a National Insurance number this step can be left uncompleted and the details will need to be completed when they are issued with their number.

1. Click on the Next Step button
2. Click the drop down list arrow and select UK legislation.
3. Input the National Insurance Number
4. Click the button
6.4 Passport Details

1. Click on the Next Step button

2. Key in Passport number, issue date, expiry date and issuing country. (If no work permit details are required click on the Next Step button to move to Step 6).

3. Click the button.
6.5 Work Permit Details

Where an employee has a work permit, details can be entered using this option

1. Click on the Next Step button

2. If no work permit details are required click on the Next Step button to move to Step 7.

3. Whether the new person requires a work permit is recorded in the personal details section of the New Appointment Request Form CHRIS/10 or CHRIS/11 or CHRIS/12. Enter the work permit number, issue date and expiry date.

4. Click the button.
6.6 Residency Permit Details

Where an employee has a residency permit, details can be entered using this form:

1. Click on the Next Step button.

2. If no residency permit details are required click on the Next Step button to move to Step 8.

3. Where residency permit details are provided enter the residency permit number, issue date and expiry date.

4. Click the **Save** button.
6.7 Check Details

The University has a legal obligation to ensure that all employees have a valid entitlement to work and reside in the UK, regardless of nationality. All appointments require a right to work check and the details of this check should be recorded in employee checks.

Where an appointment also requires the occupant to have health, criminal records or security checks these details can also be recorded.

1. Click on the Next Step button
2. Select Right to Work from the check types displayed and then click on Check Details form in the Action Pane
3. Enter details of date checked and who checked by. The checked by name should be the name of the person who signs the paperwork as a true copy.
4. Click the Save button.
5. **If you are required to also add details of additional checks**, click the button to return to the previous step.

6. Click the button to move back to checks option.

7. Select the check type (for example Criminal Records Bureau) from the Options Pane.

8. Click on the Check Details form in the Action Pane.

9. Enter the Date checked and Checked by details. For OH Medical Clearance, CRB and Security checks the ‘checked by’ name should be the person who signs the CHRIS/10.

10. Click the button.
6.8 Key Date Details

1. Click on the Next Step button

2. Enter Date of Birth

3. Enter expected retirement date. Select “Date” from the Basis drop down list and input 30 September of the academic year in which the individual turns 65 (Unestablished/Assistants) or 67 (Established)

4. To save calculating this date first enter expected retirement date basis of Age and type in 65 if an unestablished or assistant position or 67 if established.
5. Click on the **Save** button

6. Enter Reckonable service date. This will be the same as the organisation start date except where an employee is joining under TUPE conditions or some other arrangement where previous service is to be recognised. This field must be completed for reporting purposes and Trent will not pick up the organisation start date if it is left blank.

7. Click the **Save** button
Check that the age calculated is "sensible" as a way of verifying your entry. There is no validation of the age within Trent. It is possible to enter any date of birth.