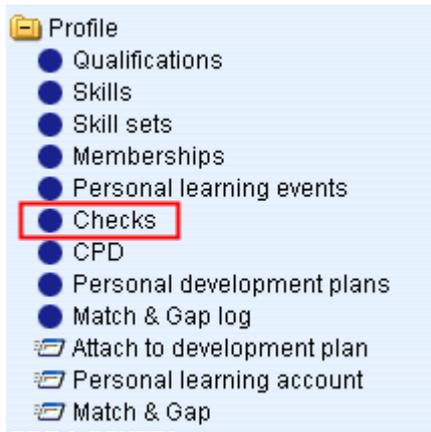


1.13 Employee Checks

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.

1.13.1 Viewing or amending checks

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Select the Profile menu, and then choose Checks.



3. displayed in the Object Pane. This currently includes Right to work in the UK, Criminal Records Bureau, OH Medical Clearance and Security.

Organisation : University of Cambridge > People : Bush, Libby > Checks :			
Name	Date checked	Checked by	Renew date
<input type="radio"/> Right to work in the UK	28/02/2007	Turton, Hazel	28/02/2106
<input type="radio"/> Criminal Records Bureau			
<input type="radio"/> OH Medical Clearance			
<input type="radio"/> Security			

Expand/Collapse folders

- Checks
 - Check details

4. Select the check you wish to enter details for and select Check details.

5. The selected form will be displayed

Check details: Right to work in the UK		Name: Miss Libby Bush	Job title: Clerk
		Social security number: NH904568A	Pers ref: 30000018
Name Right to work in the UK			
Date checked	<input type="text" value="28/02/2007"/>		
Checked by	<input type="text" value="Turton, Hazel"/>		
Renew date	28/02/2106		

6. Amend or enter details as required. The checked by name should be the name of the person who signs the paperwork as a true copy.
7. Click on the button.