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Entering checks information

Checks information can either be entered by navigating via the person, navigating via the position, or navigating via the post.

The most straightforward way to navigate to the checks is via the post.

1.1 To enter checks via the Post

1. Select the Post menu



2. Change the search criteria to Post ref.no



3. Enter the Post reference number – this is available from the Burst Report detailing checks - and press enter.
4. Select Profile and then Checks

Search Smart groups Advance

51364 Post ref. no. Results 1 Post

Select all Save this group

Post	Linked to	Status	Post reference
University Lecturer	University Lecturers	Live	51364

Expand/Collapse folders

- Post details
 - Mini explorer
 - Addresses
 - Hours and basis
 - Inheritance chart
 - History
- Costing
- Profile
- Checks
- Process chaining

5. The Right to work check will be displayed for all posts. **Do not alter this information.**

Select all

Name	Essential
Right to work in the UK	Yes

Expand/Collapse folders

- Checks
 - Check details
 - New - Check details
- Process chaining

- To enter additional checks select New – Check details.
- Select the required check from the drop down list. **Do not select** ISA: Controlled Activity or ISA: Regulated Activity as these are currently not applicable following the Government's announcement to remodel the Vetting and Barring scheme.



Check details: New

Name

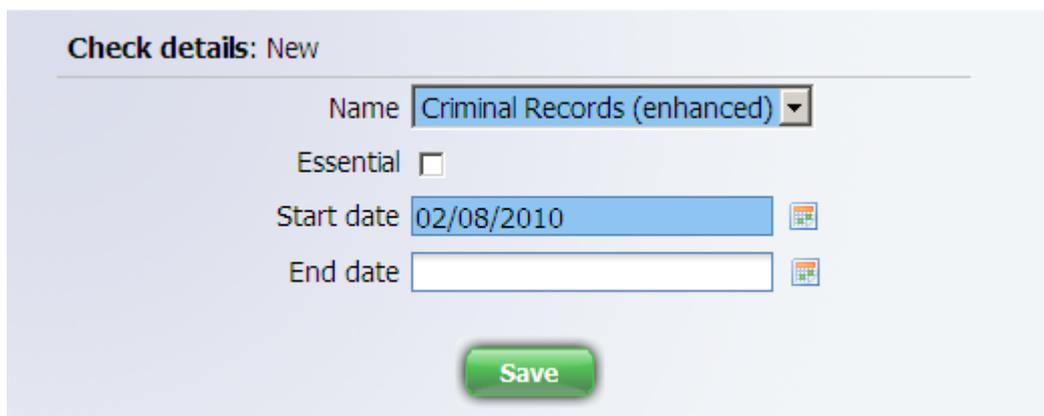
Essential

Start date

End date

Criminal Records (enhanced)
Criminal Records (standard)
Criminal Records Bureau
ISA: Controlled Activity
ISA: Regulated Activity
OH Medical Clearance
Right to work in the UK
Security

- Enter the start date.



Check details: New

Name

Essential

Start date

End date

Only tick the essential box where the check must be completed before the applicant starts work, or where the check is required by a regulatory body.

For guidance on essential checks see:

<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/checks/>

- Click on the Save button.
- The check will appear on the top left of the screen with the Right to Work and any other checks that have been entered.

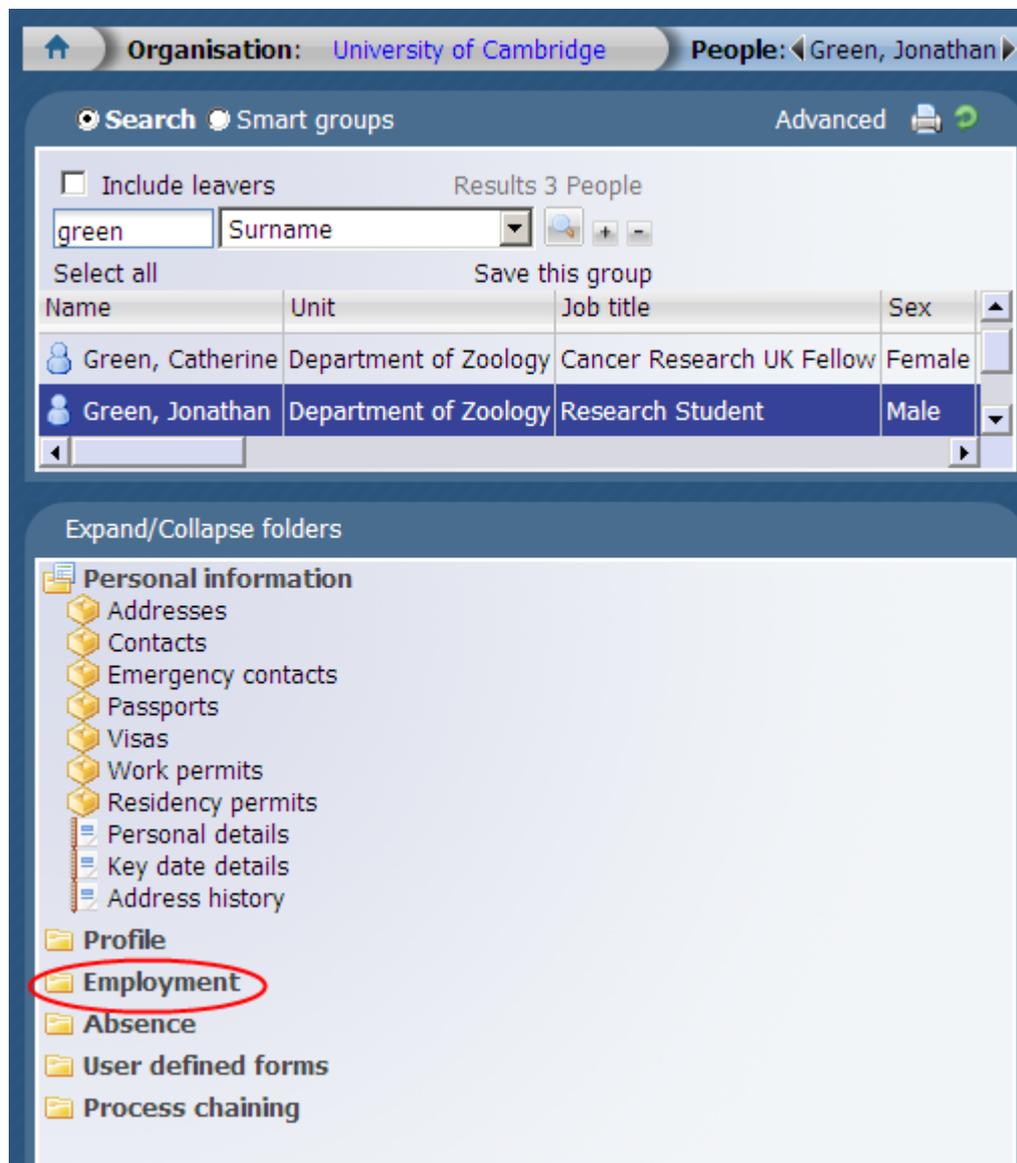
Check details



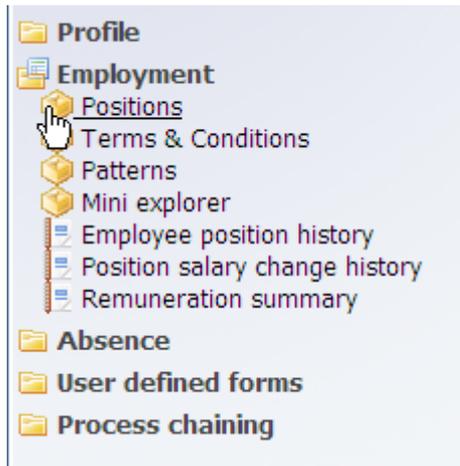
Select all			
Name	Essential	Start date	End date
<input checked="" type="checkbox"/> Criminal Records (enhanced)	No	02/08/2010	
<input checked="" type="checkbox"/> Right to work in the UK	Yes	01/01/2008	

1.2 To enter checks via the person

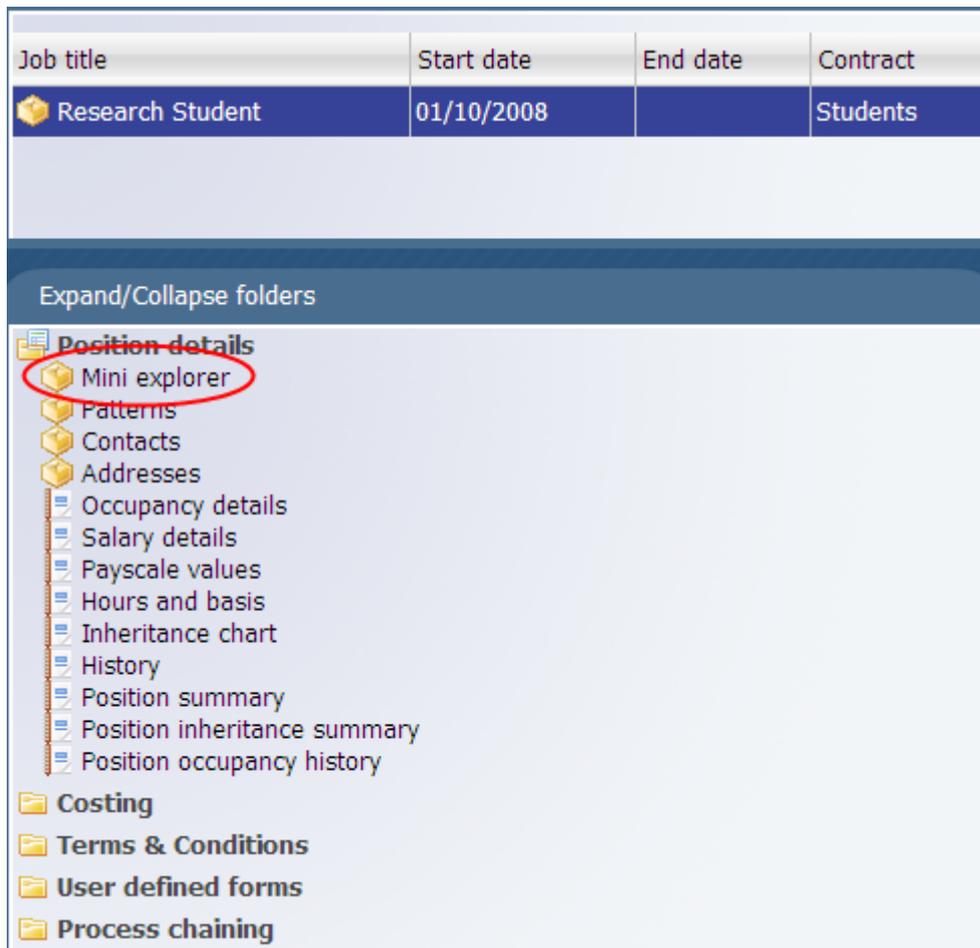
11. Search for and select the appropriate person, then select the Employment menu



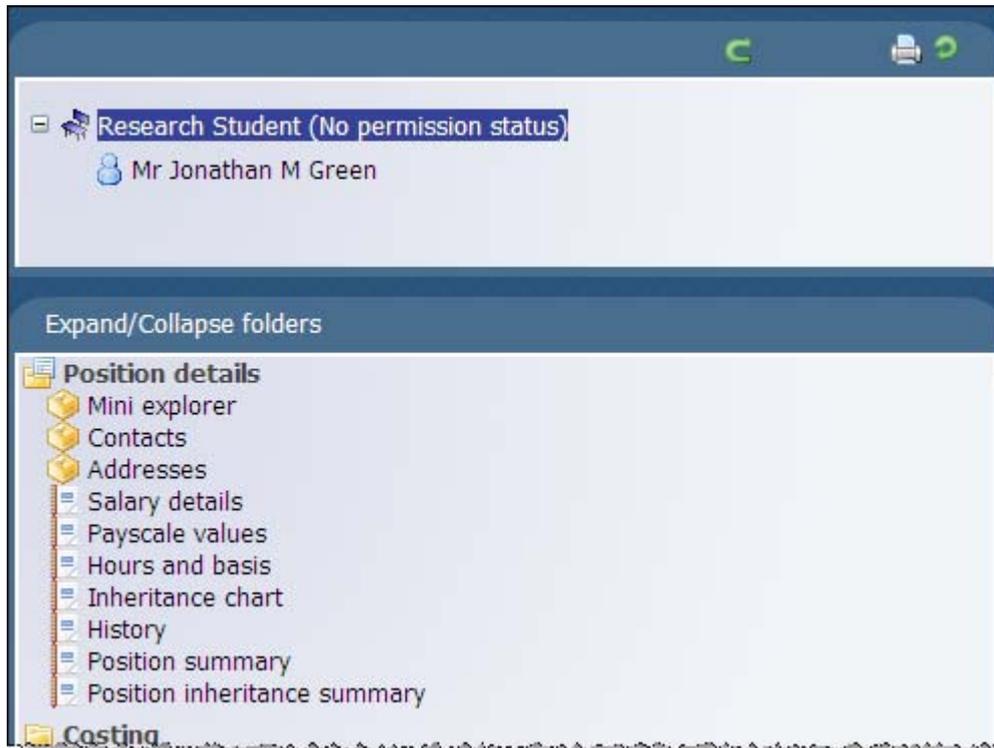
12. Select positions from the employment menu



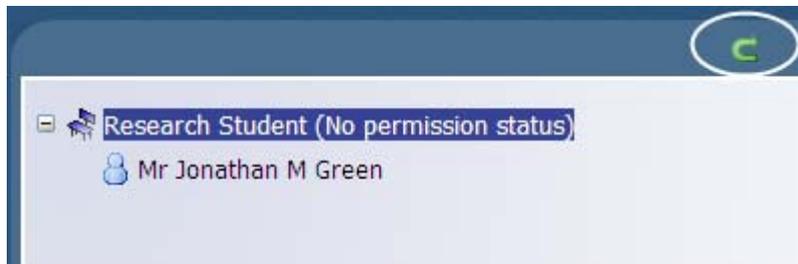
13. Select the mini explorer



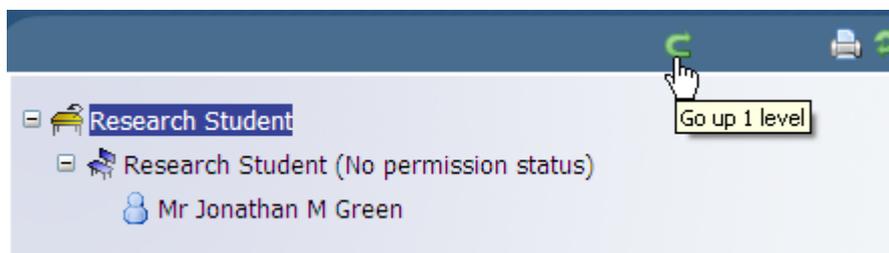
14. The view will change to show both the position and the person



15. Use the green arrow, just above the position to navigate up one level.



16. This will then display the Post, Position and Person



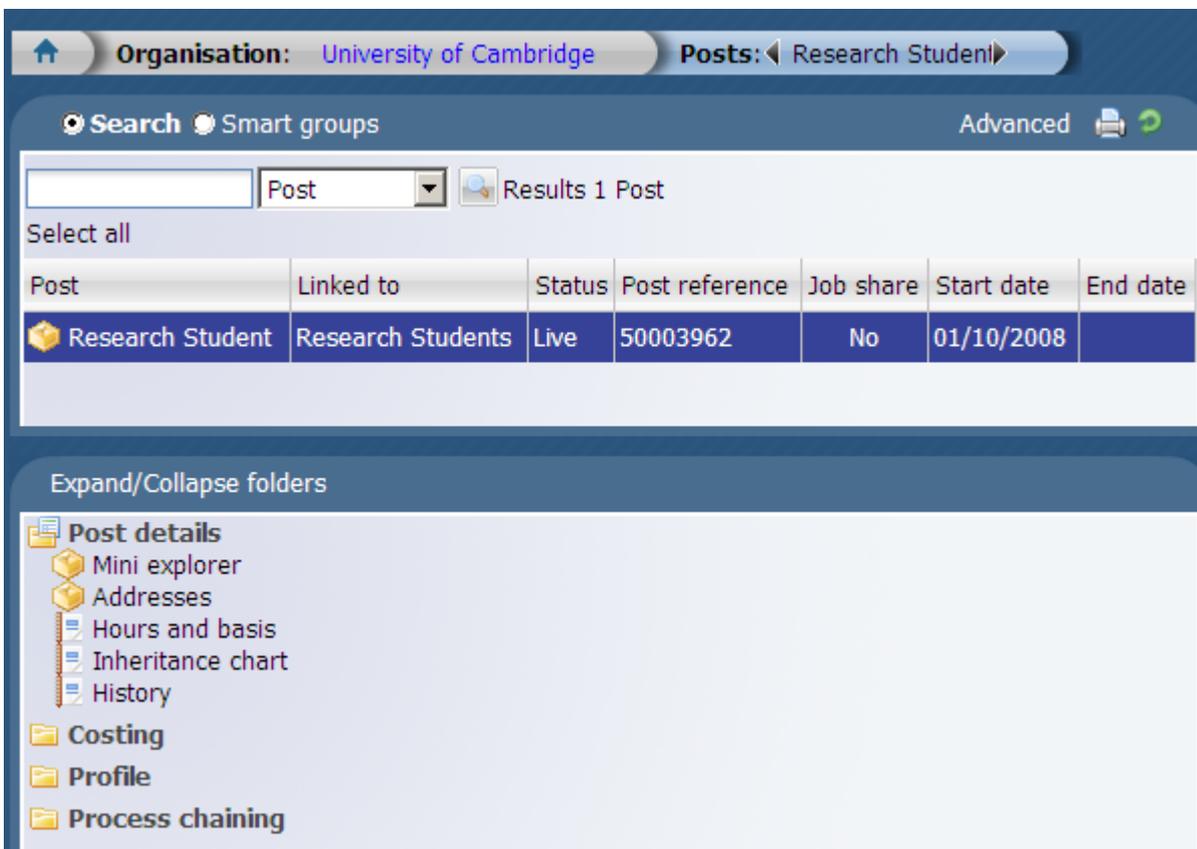
17. Only the process chaining menu item will be displayed



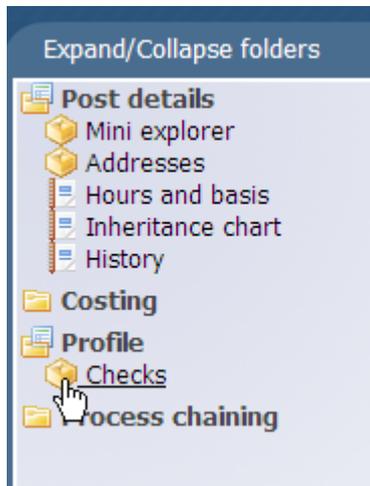
18. To display the post and check menus, select the post title on the navigation trail



19. Further menu options will be displayed



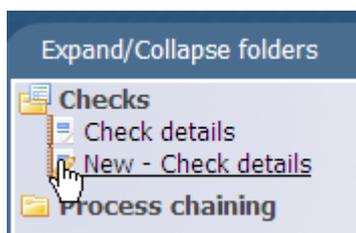
20. Select the profile menu, and then select Checks



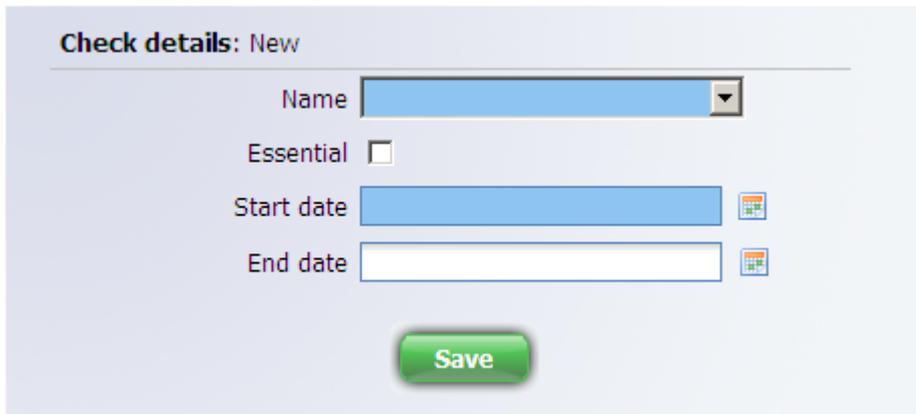
21. For all posts and positions the Right to Work check will be displayed as this is essential. **Do not alter this information.**



22. To add an additional check, select New – Check details



23. The Check details – New screen will be displayed.



Check details: New

Name

Essential

Start date 

End date 

24. Select the required check from the drop down list.

Do not select ISA: Controlled Activity or ISA: Regulated Activity as these are currently not applicable following the Government’s announcement to remodel the Vetting and Barring scheme.



Check details: New

Name

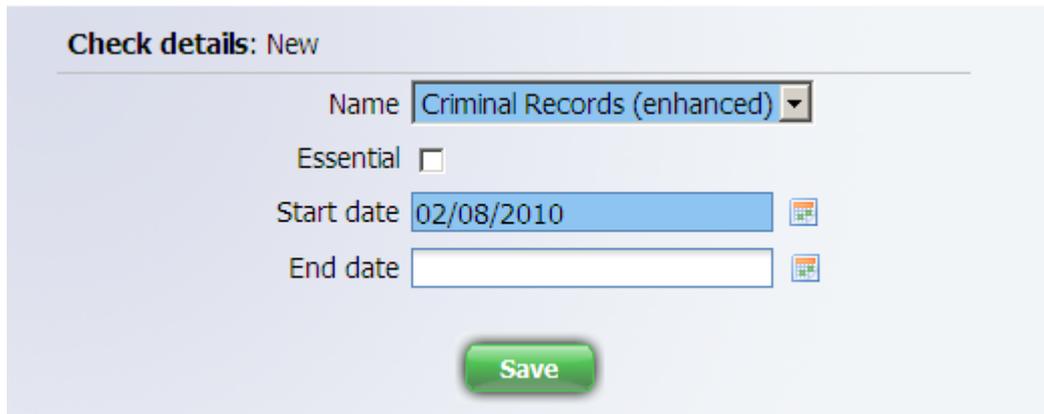
Essential

Start date

End date

- Criminal Records (enhanced)
- Criminal Records (standard)
- Criminal Records Bureau
- ISA: Controlled Activity
- ISA: Regulated Activity
- OH Medical Clearance
- Right to work in the UK
- Security

25. Enter the start date for the check.



Only tick the essential box where the check must be completed before the applicant starts work, or where the check is required by a regulatory body.
 For guidance on essential checks see:
<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/checks/>



26. Click on the  button.

27. The changes have been saved confirmation message will appear



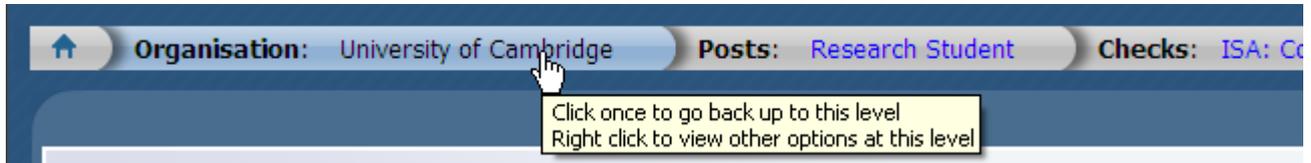
28. The check will appear on the top left of the screen with the Right to Work and any other checks that have been entered.

Select all	
Name	Essential
 Criminal Records (enhanced)	No
 Right to work in the UK	Yes

Check details

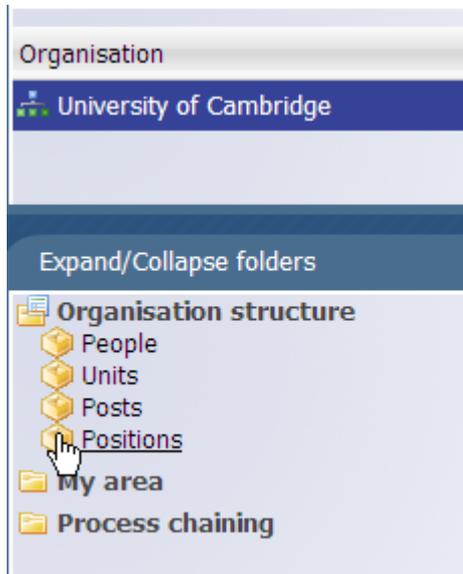


29. Click on the Navigation trail to search for another person or position.

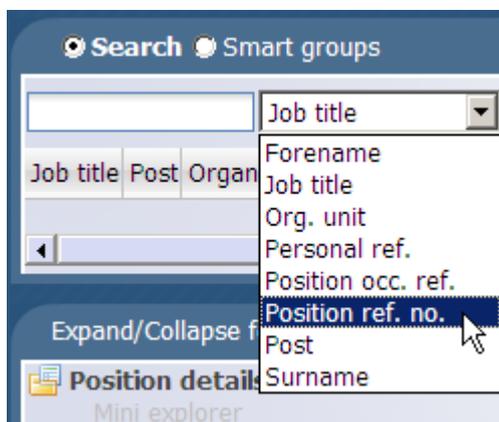


1.3 To enter checks via position

30. Select the positions menu



31. Change the search criteria to position reference number.



32. Enter the Position reference Number and press enter.

The screenshot shows the CHRIS search interface. At the top, there are tabs for 'Search' and 'Smart groups'. A search box contains '70005275' and a dropdown menu is set to 'Position ref. no.'. To the right, it says 'Results 1 Record'. Below the search bar are buttons for 'Select all' and 'Save this group'. A table displays the search results:

Job title	Post	Organisation unit	Position reference
Research Student	Research Student	Department of Zoology	70005275

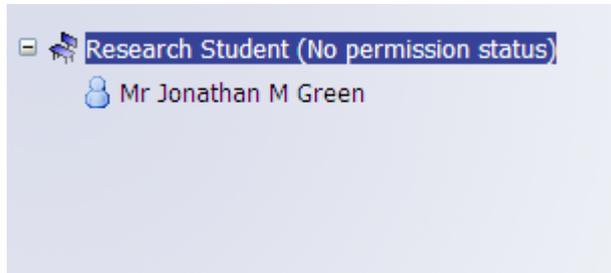
Below the table is a section titled 'Expand/Collapse folders' with a list of folders:

- Position details
 - Mini explorer
 - Contacts
 - Addresses
 - Salary details
 - Payscale values
 - Hours and basis
 - Inheritance chart
 - History
 - Position summary
 - Position inheritance summary
- Costing
- Terms & Conditions
- Profile

33. Select mini explorer

This is a close-up of the 'Expand/Collapse folders' section from the previous screenshot. The 'Position details' folder is expanded, and a mouse cursor is clicking on the 'Mini explorer' item, which is highlighted with a blue background.

34. The position and person who occupies the position (if filled) will be displayed



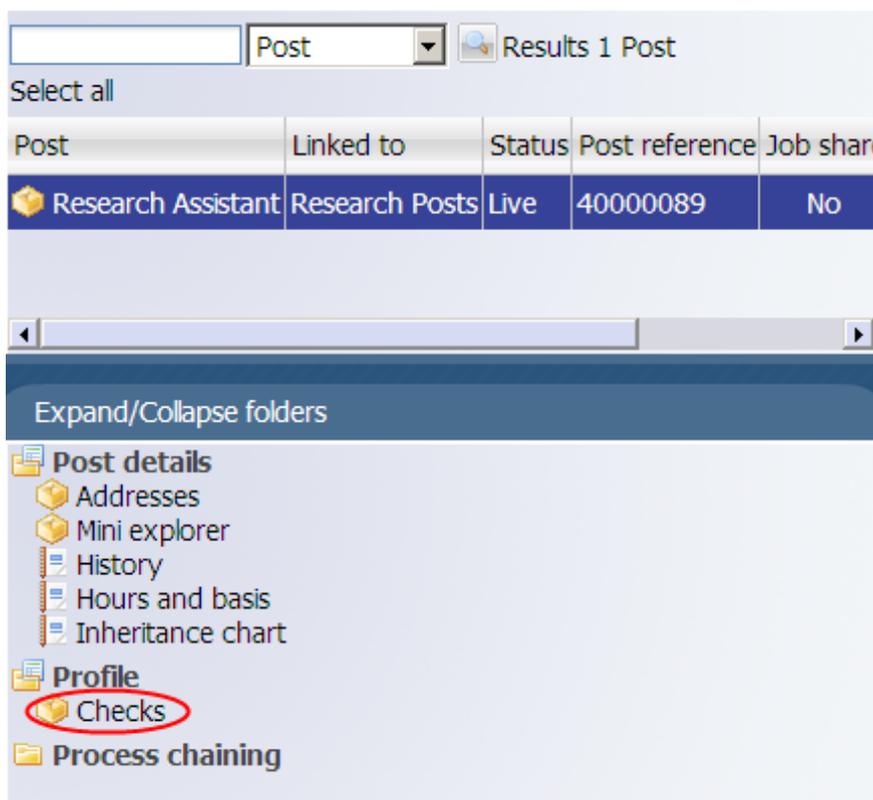
35. Continue the instructions from step 5 above.

Changing a Criminal Records Bureau Check to Standard or Enhanced.

If an existing post is showing within CHRIS as requiring a Criminal Record Bureau check, you will need to end date this and enter the requirement of a Criminal Records Bureau (Standard) or Criminal Records Bureau (Enhanced) check instead (unless a CRB check is no longer required).

36. Navigate to the Post using any of the methods above

37. Select the Profile menu and then Checks



38. The current Checks for the Post will be displayed

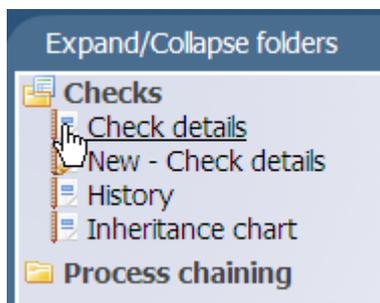
Select all

Name	Essential	Start date	End date
Criminal Records Bureau	No	01/01/2008	
Right to work in the UK	Yes	01/01/2008	

Expand/Collapse folders

- Checks
 - Check details
 - New - Check details
 - History
 - Inheritance chart
- Process chaining

- 39. Select the Criminal Records Bureau check.
- 40. Select Check details



- 41. Enter the end date for the check

Check details: Criminal Records Bureau

Name

Essential

Start date 01/01/2008

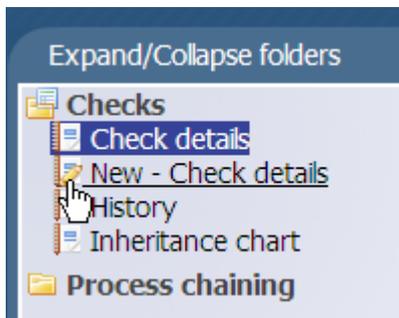
End date

42. Click on the  button.

43. The changes have been saved banner will be displayed



44. Select New Check Details



45. Select Criminal Records (enhanced) or Criminal Records (standard) from the drop down list.



46. Where the CRB check must be completed satisfactorily before a new employee starts work, or where the check is required by a regulatory body tick the essential box, if not, leave this box unchecked.

For guidance on essential checks see:

<http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/checks/>



Check details: New

Name

Essential

Start date

End date

Only tick this box where check is required by a regulatory body

47. Enter the start date (the day after the CRB check was end dated)



Check details: New

Name

Essential

Start date

End date

48. Click on the  button

Transfers and CRB Portability

If a person is transferred to a similar role which requires a CRB check and they have recently had one always check with the Compliance Team whether it is portable. The requirement for the CRB check still needs to be entered at Post level for the post into which