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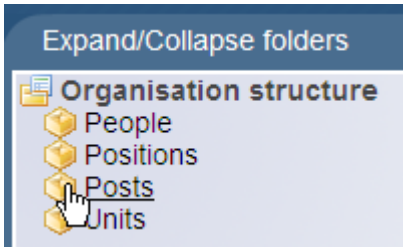
Entering checks information

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

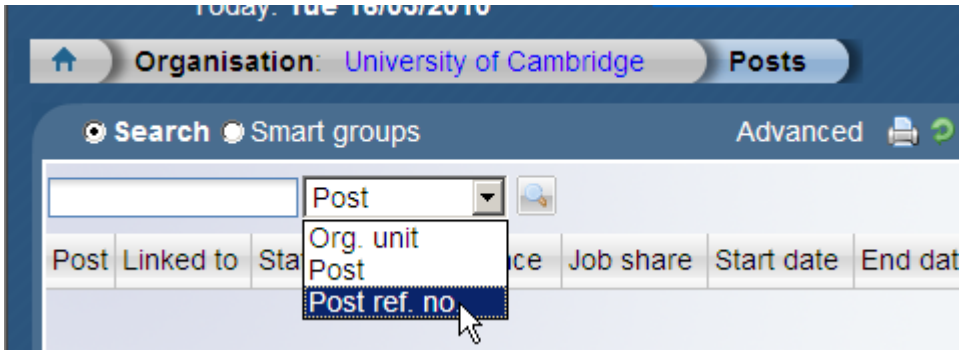
The most straightforward way to navigate to the checks is via the post.

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

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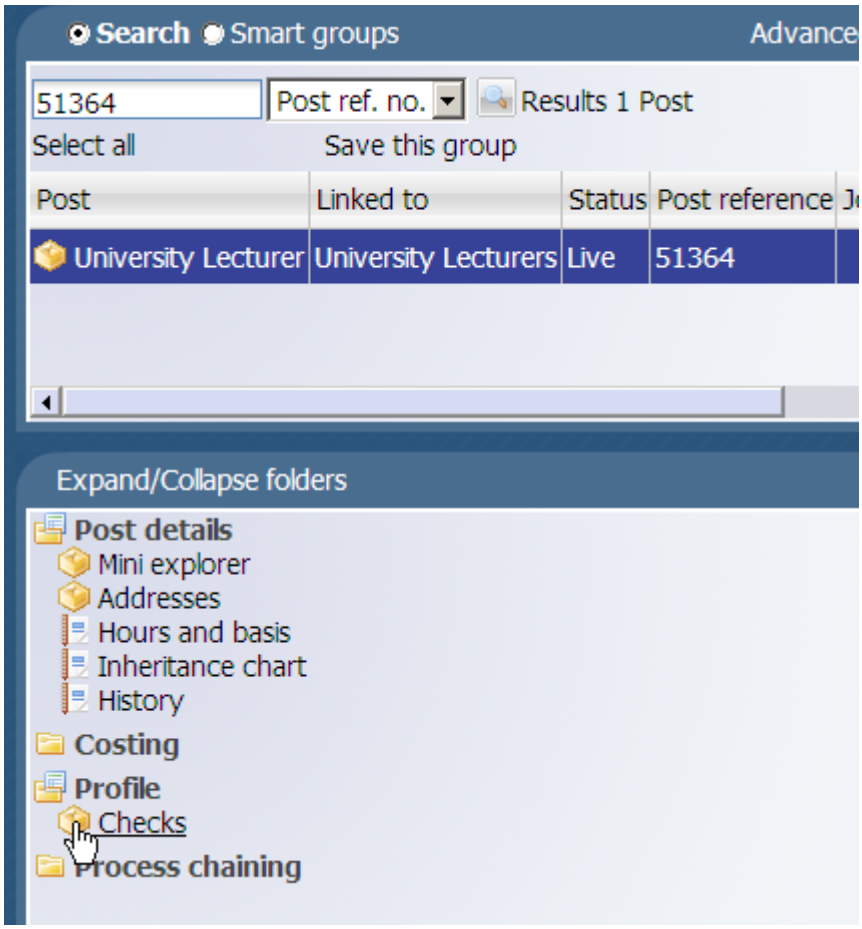
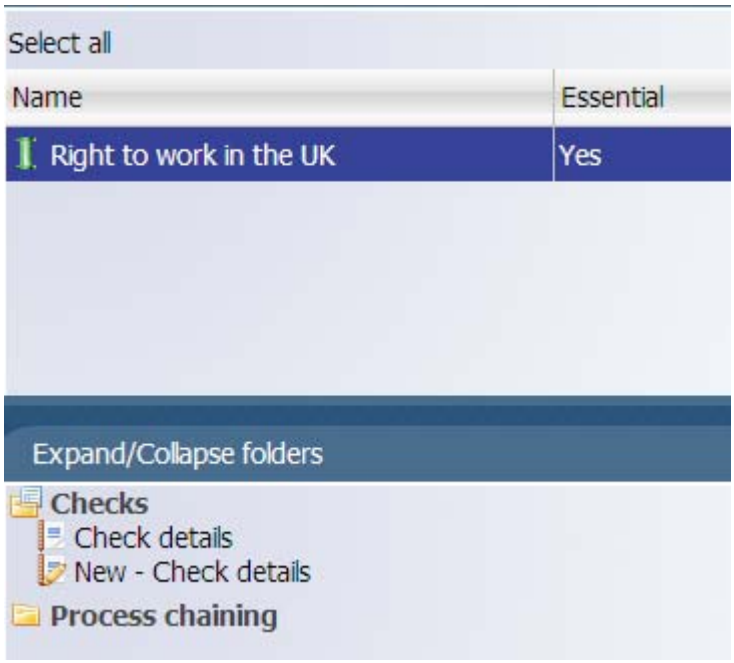


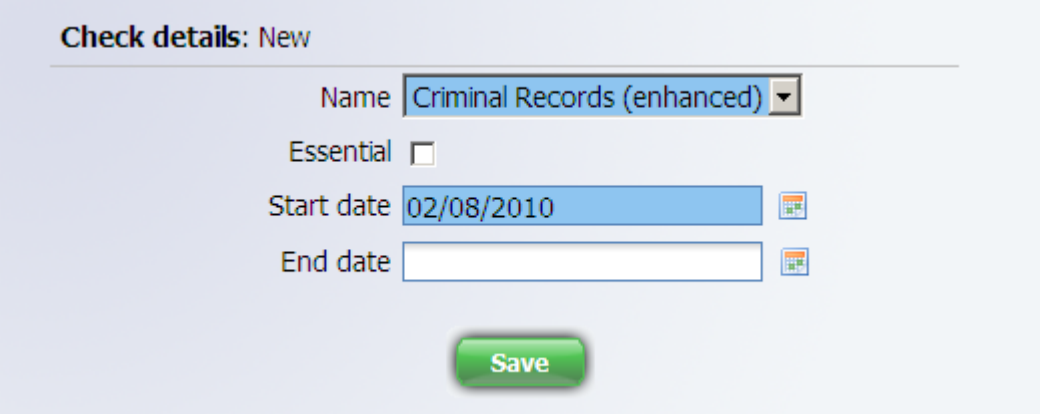
5. The Right to work check will be displayed for all posts. **Do not alter this information**.



6. To enter additional checks select New – Check details.

7. 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.

8. Enter the start 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/

9. Click on the Save button.
10. 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	Start date	End date
Criminal Records (enhanced)	No	02/08/2010	
Right to work in the UK	Yes	01/01/2008	

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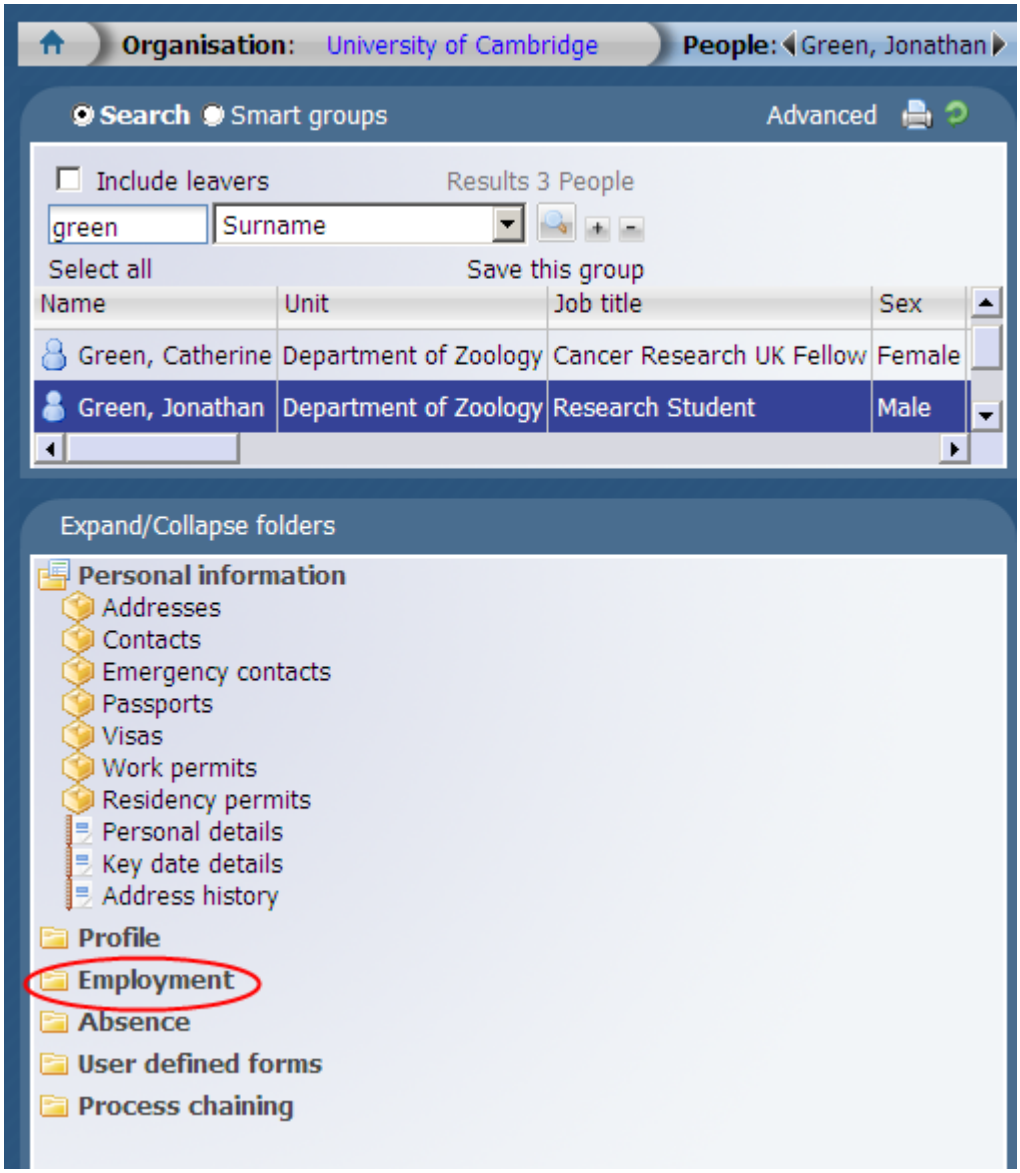
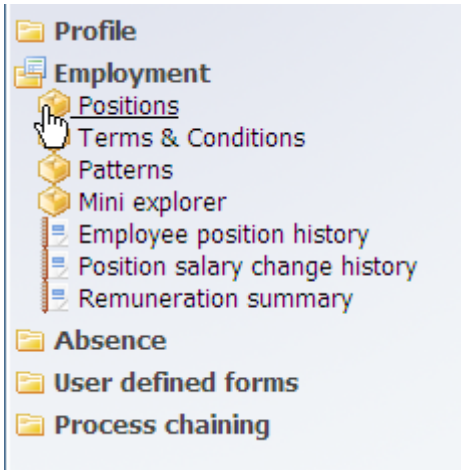
1.2 To enter checks via the person

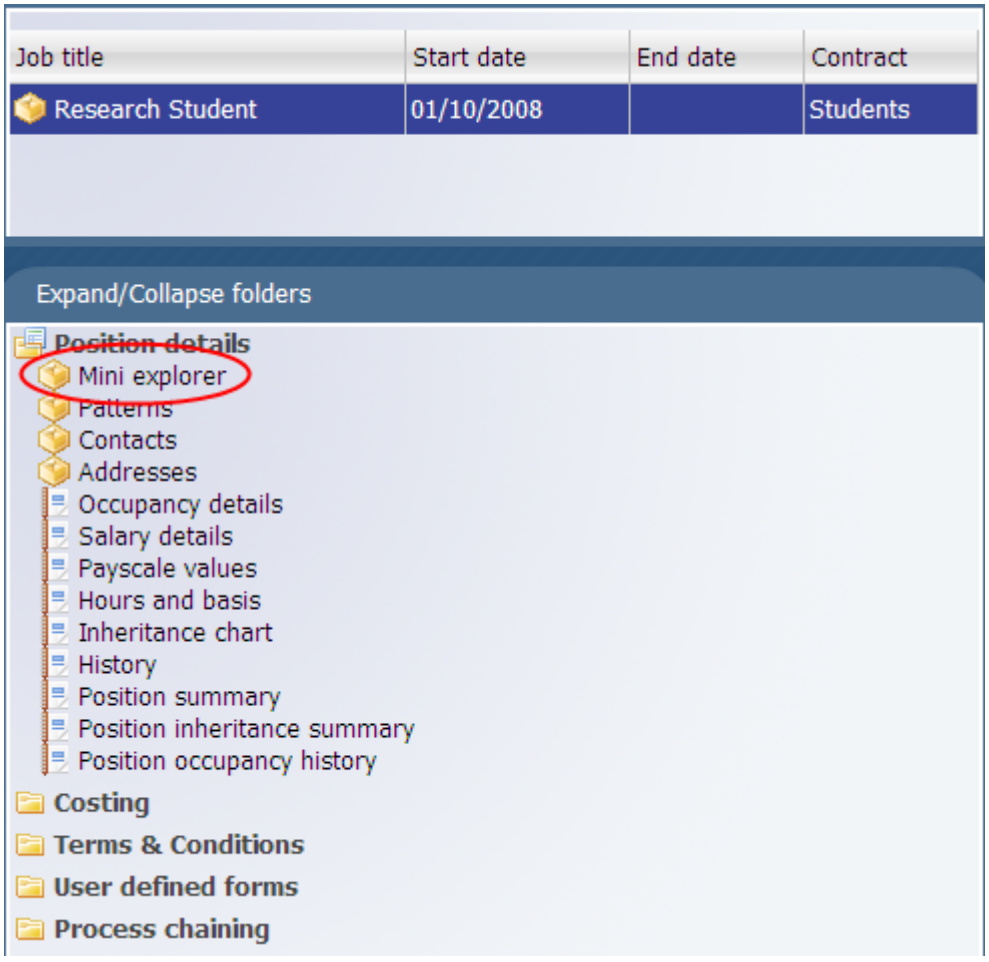
11. Search for and select the appropriate person, then select the Employment menu



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

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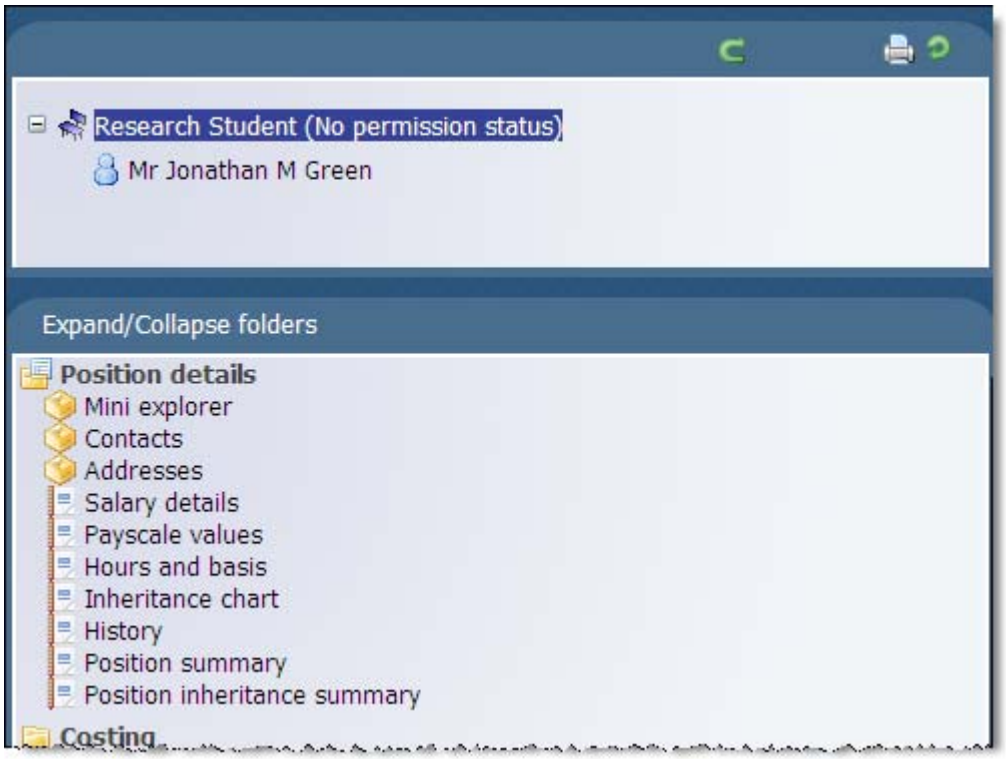
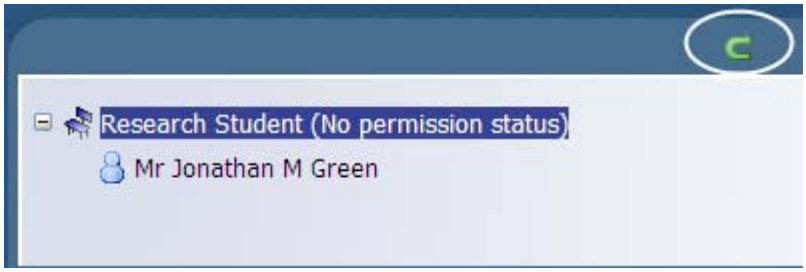


15. Use the green arrow, just above the position to navigate up one level.



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

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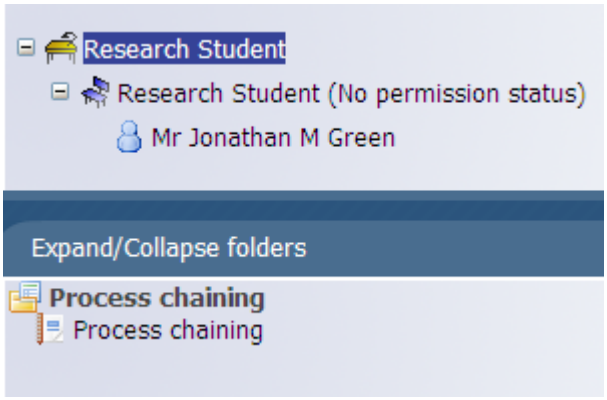
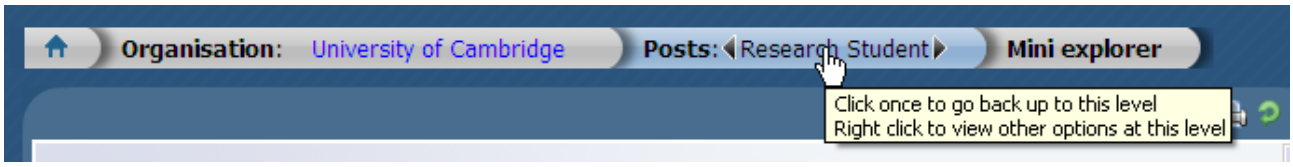
17. Only the process chaining menu item will be displayed



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



19. Further menu options will be displayed

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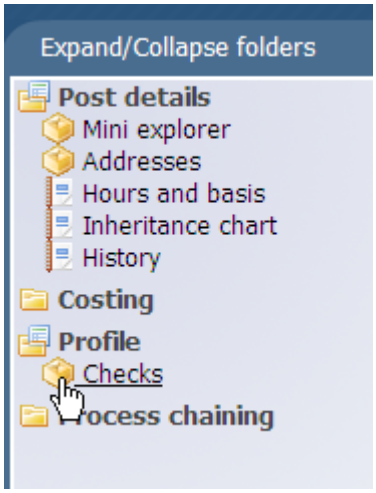
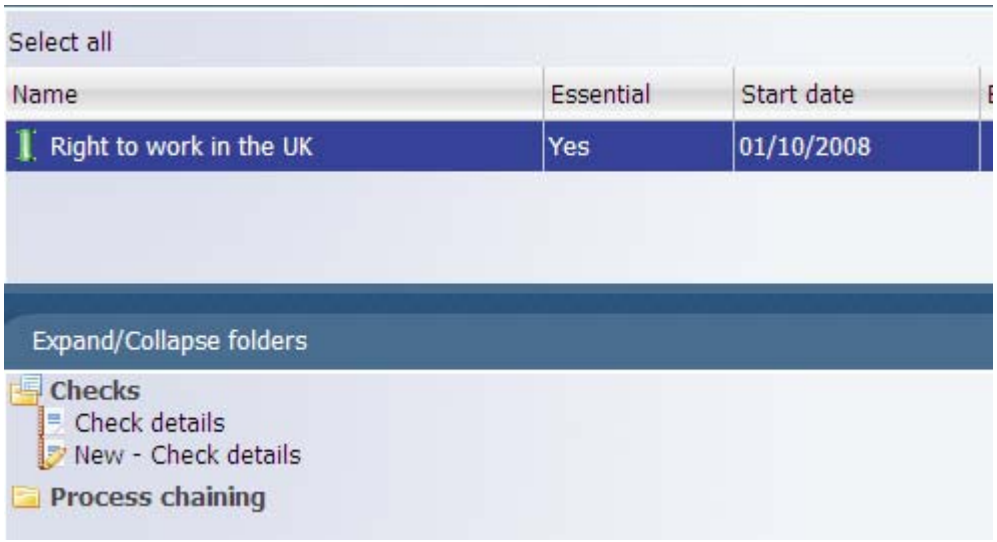
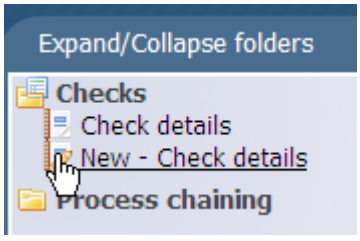
20. Select the profile menu, and then select Checks



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



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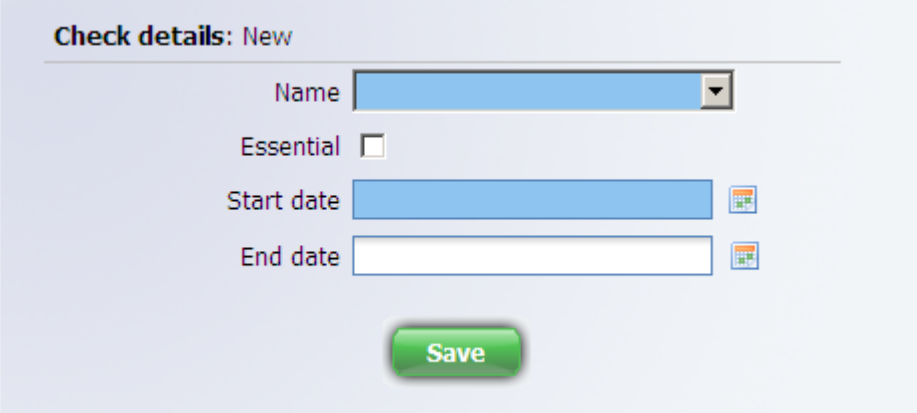
23. The Check details – New screen will be displayed.



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.

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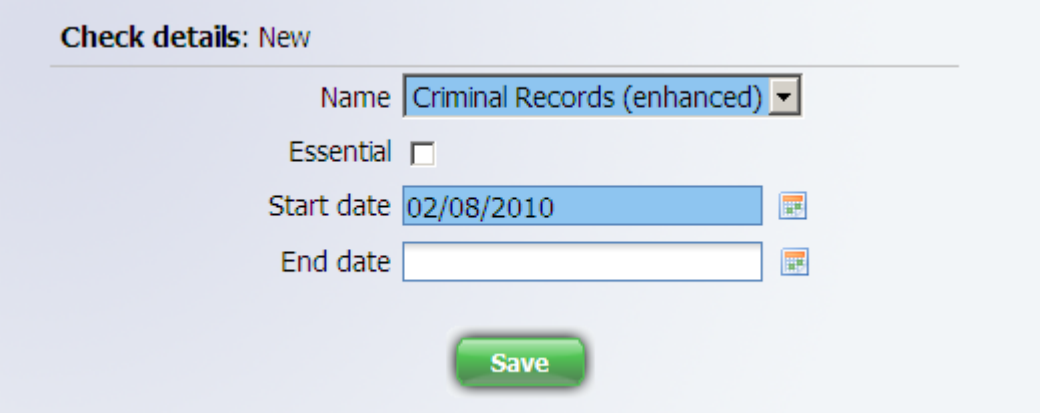
25. Enter the start date for the check.

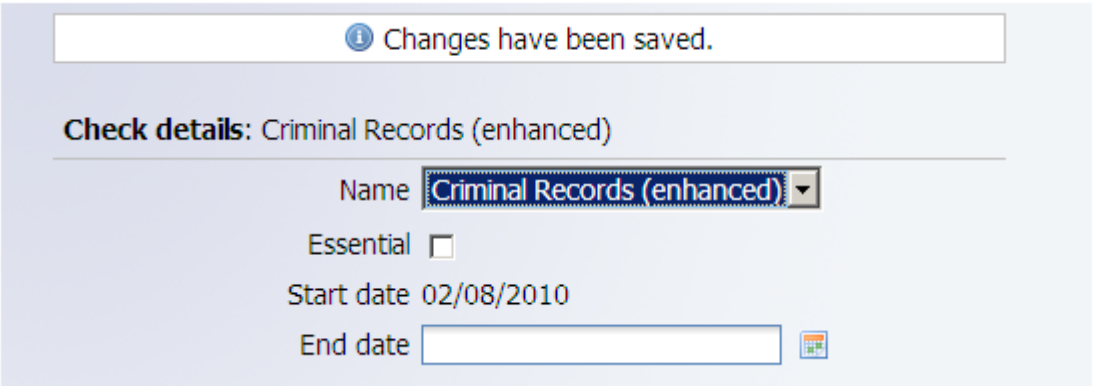


Only tick the essential box where the check must be completed before the applicant starts work, or where the check is required by a regulatory body.
For guidance on essential checks see:
http://www.admin.cam.ac.uk/cam-only/offices/hr/recruitment/checks/

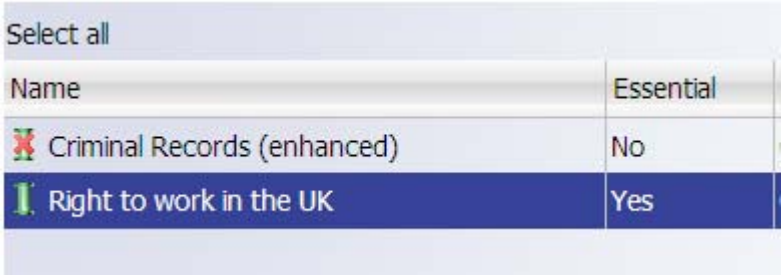
26. Click on the

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.



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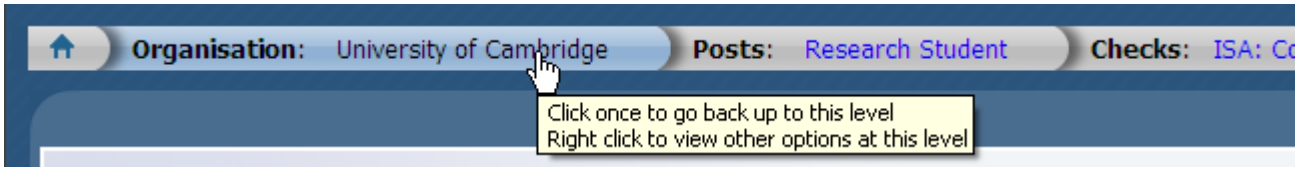
29. Click on the Navigation trail to search for another person or position.



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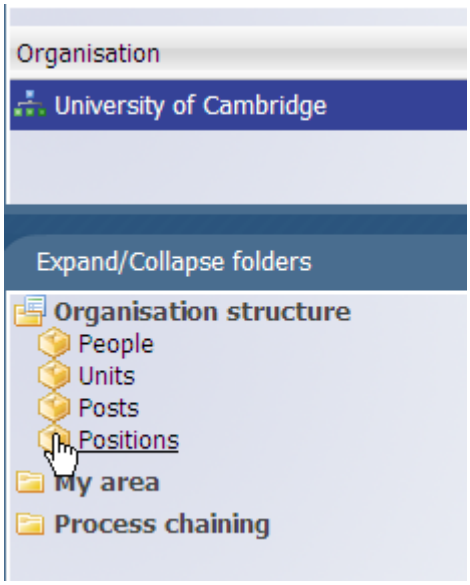
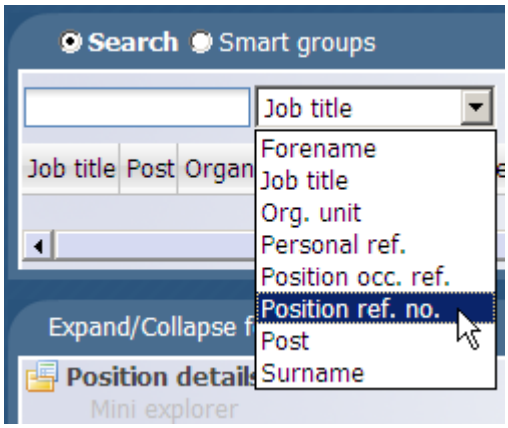
1.3 To enter checks via position

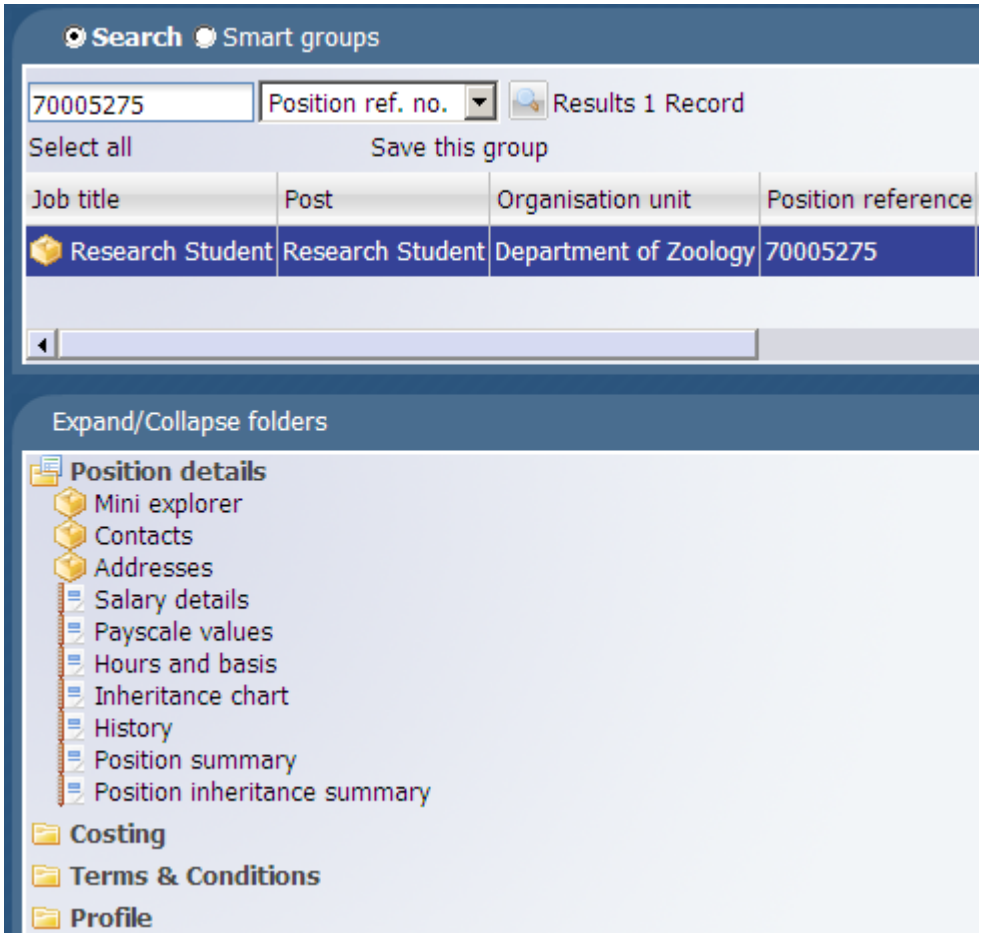
30. Select the positions menu



31. Change the search criteria to position reference number.



32. Enter the Position reference Number and press enter.



33. Select mini explorer

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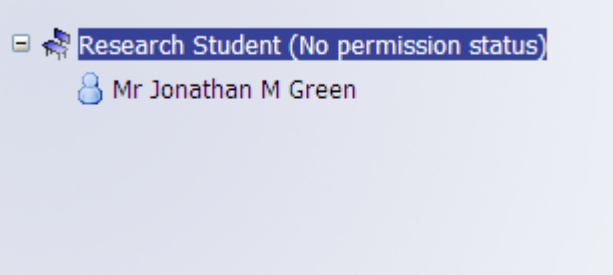
34. The position and person who occupies the position (if filled) will be displayed



35. Continue the instructions from step 5 above.

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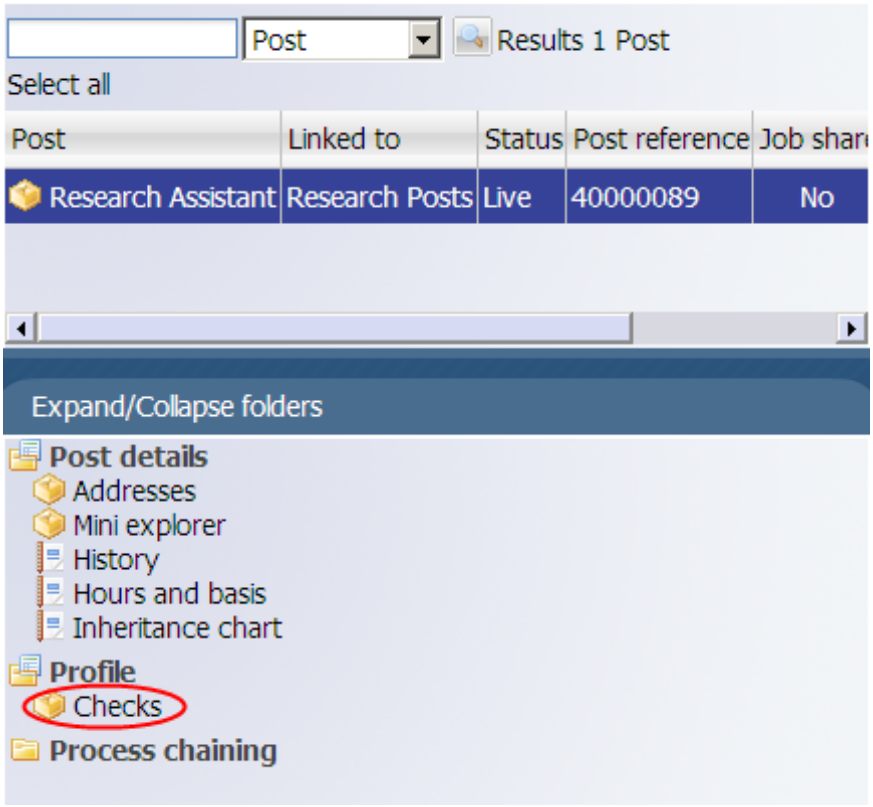
Changing a Criminal Records Bureau Check to Standard or Enhanced.

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

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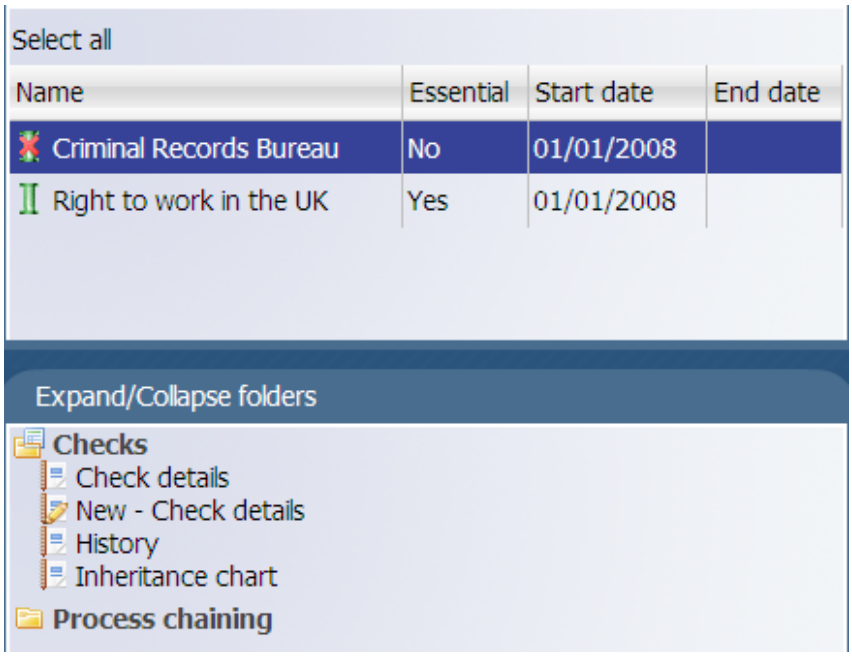
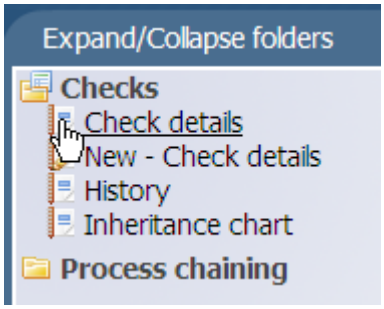


39. Select the Criminal Records Bureau check.
40. Select Check details



41. Enter the end date for the check

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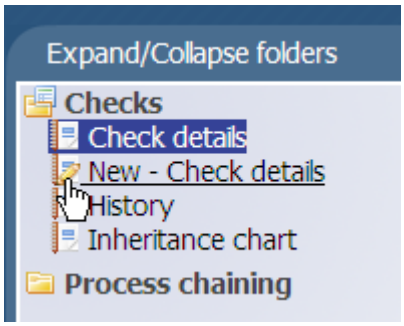
42. Click on the

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.

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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/

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

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

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