

Enterin	g checks information2
1.1	To enter checks via the Post2
1.2	To enter checks via the person6
1.3	To enter checks via position14
Changi	ng a Criminal Records Bureau Check to Standard or Enhanced
Transfe	ers and CRB Portability



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

	TOUR	ay. I	ue 10/00/20	010				
🔒) Org	anis	atio	n: Universit	ty of C	am	bridge	Posts	
• Searc	ch 💿	Sma	rt groups				Advance	d 🔒 🤉
			Post	•	_			
Post Linke	ed to	Sta	Org. unit Post	ic	e	Job share	Start date	End dat
			Post ref. no	P ↓₹				

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



9 Search 9 Sm	art groups		Advance
51364 Select all	Post ref. no. 💌 📔 Save this grou	Results 1 P	ost
Post	Linked to	Status	Post reference J
🧇 University Lectu	rer University Lecti	urers Live	51364
Fursed/Colleges	Foldoro	_	
Expand/Collapse	rolders		
 Post details Mini explorer Addresses Hours and bas Inheritance ch History 	sis art		
 Costing Profile Checks Process chaini 	ng		

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.

Name	1
Essential	Criminal Records (enhanced)
Start date	Criminal Records (standard)
End date	Criminal Records Bureau ISA: Controlled Activity ISA: Regulated Activity OH Medical Clearance Right to work in the UK

8. Enter the start date.

Name	Criminal Records (enhanced)	-
Essential		
Start date	02/08/2010	
End date		.
	Save	

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
K Criminal Records (enhanced)	No	02/08/2010	
] 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

🔒 Organisatio	n: University of Cambridge	People: ◀ Green, Jonathan ▶
Search Sma	art groups	Advanced 🚔 🥏
☐ Include leavers green Surn Select all Name	Results 3 People name Save this group Unit Job title Department of Zoology Cancer Department of Zoology Researed	o e Sex ▲ Research UK Fellow Female ch Student Male ↓
Expand/Collapse for Personal inform Addresses Contacts Emergency con Passports Visas Work permits Residency perm Personal detail Key date detail Address history Profile Employment Absence User defined for Process chaining	olders nation ntacts mits s s y y	

12. Select positions from the employment menu



🔄 Profile
Employment
Positions
💭 Terms & Conditions
🇐 Patterns
🎯 Mini explorer
Employee position history
Position salary change history
📃 Remuneration summary
Carl Absence
🔁 User defined forms
🔄 Process chaining

13. Select the mini explorer

Job title	Start date	End date	Contract
爹 Research Student	01/10/2008		Students
Expand/Collapse folders			
Position details Mini explorer Patterns Contacts Addresses Occupancy details Salary details Payscale values Hours and basis Inheritance chart History Position summary Position inheritance summar Position occupancy history	у		
Costing			
I user defined forms			
Process chaining			

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

Organisation: University of Cambridge	Posts: Research Student	Mini explorer
	Click once to go Right click to vie	back up to this level w other options at this level

19. Further menu options will be displayed

Organisation:	University of Cam	bridge	Posts: 4 F	Research St	tudent	
🛛 Search 🖤 Smart groups Advanced 🚔)
P	ost 🔽 💽 Re	esults 1	Post			
Select all						
Post	Linked to	Status	Post reference	Job share	Start date	End date
🧇 Research Student	Research Students	Live	50003962	No	01/10/2008	
Expand/Collapse fold	lers					
Post details Mini explorer Addresses Hours and basis Inheritance chart History	:					
🔄 Costing						
Process chaining						



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**.

Select all			
Name	Essential	Start date	f
] Right to work in the UK	Yes	01/10/2008	1
	_		
Expand/Collapse folders			
Expand/Collapse folders Checks Check details New - Check details			

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





Essential 🗖 Start date 💽	Name	
Start date	Essential	
	Start date	
End 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.

Name	E E
Essential	Criminal Records (enhanced)
Start date	Criminal Records (standard)
End date	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.

Essential T Start date 02/08/2010
Start date 02/08/2010 📰
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/

(Save	
26. Click on the		button.

27. The changes have been saved confirmation message will appear

① Ch	nanges have been saved.
Check details: Criminal Rec	ords (enhanced)
Name	Criminal Records (enhanced)
Essential	
Start date	02/08/2010
End data	

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.

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



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

Organisation:	University of Campridge	Posts:	Research Stude	nt Checks:	ISA: Co
	Click once t Right click t	o go back up t o view other o	to this level options at this level		



1.3 To enter checks via position

30. Select the positions menu

Organisation	
🚓 University of Cambridge	
	_
Expand/Collapse folders	
Organization structure	
grorganisation structure	
People	
People	
People Units Posts	
People Units Posts	
People Units Posts Positions	
People Units Posts Positions My area	
People Units Posts Positions My area Process chaining	

31. Change the search criteria to position reference number.

● Search ● Sm	art groups
	Job title 💌
Job title Post Organ	Forename Job title
•	Org. unit Personal ref.
	Position occ. ref.
Expand/Collapse f	Position ref. no.
Position details Mini explorer	Surname



32. Enter the Position reference Number and press enter.



33. Select mini explorer

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	
${\rm]\hspace{-0.1em}I}$ Right to work in the UK	Yes	01/01/2008	
		_	
Expand/Collapse folders			
Checks Check details New - Check details History Inheritance chart			

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

41. Enter the end date for the check

Name 🛛 Criminal Records Bureau 🖃	
Essential 🗖	
Start date 01/01/2008	
End date 16/06/2010	
Save Delete New)

42. Clic	k on the button.
43. The	e changes have been saved banner will be displayed
	① Changes have been saved.
	Check details: Criminal Records Bureau
	Name Criminal Records Bureau
	Essential 🗖
	Start date 01/01/2008
	End date 16/06/2010
	Save Delete New

44. Select New Check Details

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

Name	L L
Essential	Criminal Records (enhanced)
Start date	Criminal Records (standard)
End date	Criminal Records Bureau ISA: Controlled Activity ISA: Regulated Activity OH Medical Clearance Right to work in the UK Security

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 Criminal Recor	rds (standard) 💌
Essential 🔽 🧲	Only tick this box
Start date	where check is
End date	regulatory body

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

Name	Criminal Records (standard)	-
Essential		
Start date	17/06/2010	
End date		

1	Save	1
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