

DASHBOARD USER GUIDE

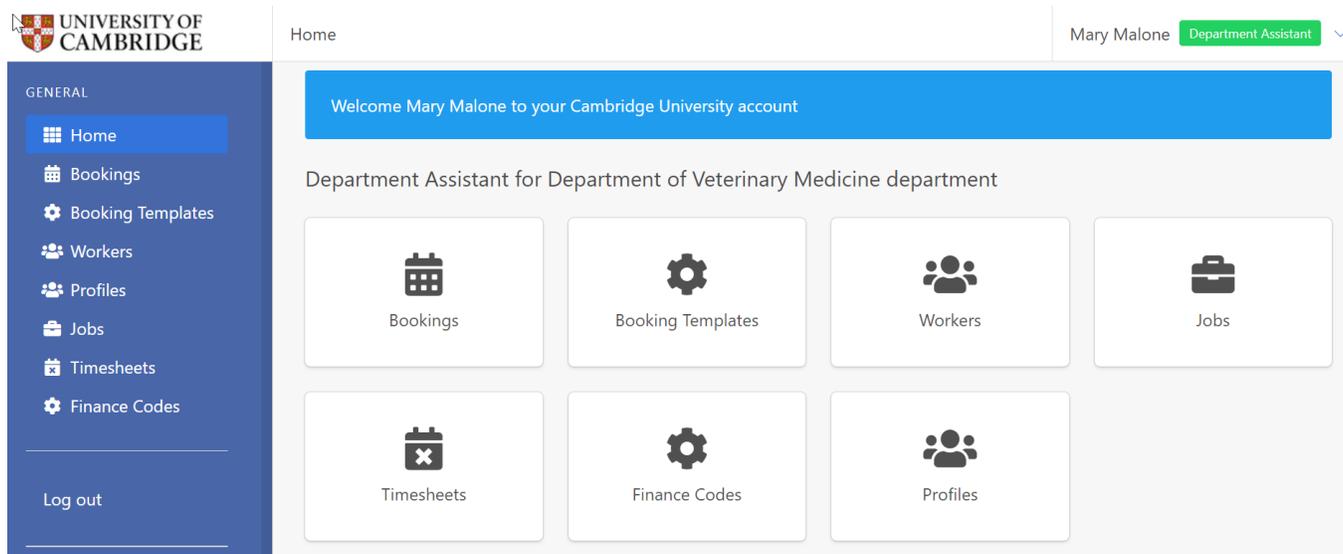
APPROVING A FOREIGN NATIONAL WORKER

Scenario Introduction

A foreign national has registered on Dashboard with a Share Code. They enter this code on the Home Office webpage. The Departmental Assistant is required to review the Right to Work panel and documents and hold a meeting to check the likeness of the worker to the document.

Log in

Log in to Dashboard and the following screen will be displayed.



The screenshot shows the Dashboard interface for a Department Assistant. At the top left is the University of Cambridge logo. The top navigation bar includes 'Home' and the user's name 'Mary Malone' with a dropdown menu showing 'Department Assistant'. A blue banner displays the message: 'Welcome Mary Malone to your Cambridge University account'. Below this, the user's role is identified as 'Department Assistant for Department of Veterinary Medicine department'. The main content area features a grid of seven interactive tiles: 'Bookings', 'Booking Templates', 'Workers', 'Jobs', 'Timesheets', 'Finance Codes', and 'Profiles'. On the left side, there is a dark blue sidebar menu with the heading 'GENERAL' and the following items: 'Home', 'Bookings', 'Booking Templates', 'Workers', 'Profiles', 'Jobs', 'Timesheets', and 'Finance Codes'. A 'Log out' button is located at the bottom of the sidebar.

Find the registered worker

Select Profiles

The screenshot shows the Cambridge University account dashboard. The top left features the University of Cambridge logo and the text 'UNIVERSITY OF CAMBRIDGE'. The top right shows the user name 'Mary Malone' and the role 'Department Assistant'. The main content area is titled 'Department Assistant for Department of Veterinary Medicine department'. A blue banner at the top of the main area says 'Welcome Mary Malone to your Cambridge University account'. Below this, there are eight icons representing different functions: Bookings, Booking Templates, Workers, Jobs, Timesheets, Finance Codes, and Profiles. The 'Profiles' icon is highlighted with a red box. The left sidebar contains a 'GENERAL' menu with options: Home, Bookings, Booking Templates, Workers, Profiles (highlighted with a red box), Jobs, Timesheets, Finance Codes, and Log out.

Then Select Schedule for Interview

The screenshot shows the 'Manage Workers' page. The top left features the University of Cambridge logo and the text 'UNIVERSITY OF CAMBRIDGE'. The top right shows the user name 'Mary Malone' and the role 'Department Assistant'. The main content area is titled 'Manage Workers' and contains five icons representing worker statuses: Registered, Schedule for Interview (highlighted with a red box), Waiting for Approval, Approved, and Deactivated. The left sidebar contains a 'GENERAL' menu with options: Home, Bookings, Booking Templates, Workers, Profiles, Registered, Schedule for Interview (highlighted with a red box), and Waiting for approval.

Workers who have completed their registration will be displayed with a green tick to the right-hand side of their name.

- GENERAL
- Home
- Bookings
- Booking Templates
- Workers
- Profiles
- Registered
- Schedule for Interview**
- Waiting for approval
- Approved
- Deactivated
- Jobs
- Timesheets
- Finance Codes

Manage Interview Scheduled Workers

Primary Email Primary Email Search...	National Insurance Number National Insurance Number Search...
Full Name First or Last Name Search...	Passport Type Please Select
Main Department of Work Please Select	Visa Type Please Select

Full Name	Complete?	Last Modified	Actions
Becky Renny beckyr@gmail.com	✗	26/05/2022 20:39	<input type="button" value="preview"/> <input type="button" value="schedule"/> <input type="button" value="approve"/> <input type="button" value="reject"/>
Peter Pantani ppantani@gmail.com	✓	23/06/2022 12:15	<input type="button" value="preview"/> <input type="button" value="schedule"/> <input type="button" value="reject"/>

Schedule the Interview

Click on the schedule for interview button

Peter Pantani ppantani@gmail.com	✓	23/06/2022 12:15	<input type="button" value="preview"/> <input type="button" value="schedule"/> <input type="button" value="reject"/>
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Enter the date and time of the Right to Work interview and click on the Ok button.

Interview Schedule

Select a Date *

Time *

The schedule button will then change to read scheduled

Peter Pantani ppantani@gmail.com	✓	23/06/2022 12:15	<input type="button" value="preview"/> <input type="button" value="scheduled"/> <input type="button" value="attended"/> <input type="button" value="reject"/>
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Record interview details

When the worker attends the interview review their passport information, visa, and DBS check (where applicable) and record that these checks have been carried out.

In Profiles, Schedule for Interview, click on the Workers name

Full Name	Complete?	Last Modified	Actions
Becky Renny beckyr@gmail.com	✗	26/05/2022 20:39	preview schedule approve reject
Peter Pantani ppantani@gmail.com	✓	23/06/2022 12:15	preview scheduled attended reject

This will open the following screen where you can see that Compliance requires completion. You can view the Right to Work documents of the worker in the Right to Work tab where the worker will have uploaded a copy of their documentation for you to use to conduct a visual Right to Work check (in person or virtually).

UNIVERSITY OF CAMBRIDGE

Workers / Peter Pantani

Mary Malone Department Assistant

Your profile submission is waiting for approval

Personal Details ✓	Emergency Contact ✓	Worker Term Dates	CHRIS Details (Central HR Only)
Tax Details ✓	Preferences ✓	Terms and Conditions ✓	Compliance ✗

The information displayed on the screen will depend on the documentation type that that worker has selected when they completed their registration. This example is the screen that will be displayed when the worker selects Share code or online right to work check.

The verification proof for online checks on GOV.UK, should be the profile page confirming the individual's right to work which includes the individual's photo and date on which the check was conducted. The profile should be saved as a PDF.

The screenshot shows the University of Cambridge Compliance page. The left sidebar contains a navigation menu with options: Home, Bookings, Booking Templates, Workers, Profiles, Jobs, Timesheets, Finance Codes, and Log out. The main content area is titled 'Compliance' and includes the following sections: 'Upload Share Code verification proof * ?' with a 'Choose File' button and the text 'No file chosen'; 'DBS Cleared (if applicable)' with a 'Please Select' dropdown; 'DBS Expiry Date' with an empty text input; 'DBS Checked By' with an empty text input; 'DBS Check Date' with an empty text input; and 'RTW Checked By * ?'.

Click on the Choose File to upload the Share Code verification proof

This screenshot is identical to the previous one, but the 'Choose File' button now displays the filename 'Peter Pantani.pdf'. The text below the button remains 'Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf'.

Scroll down to see the Right to Work and Visa fields

DBS Checked By

DBS Check Date

RTW Checked By * ?

RTW Check Date *

Visa Checked By

Visa Check Date

Update

Enter Right to Work details - the full name (not initials) of the person who checked the Right to Work and the date that it was checked.

Enter Visa Checked by and Visa checked date where applicable.

If the worker is a Student Visa holder, the Department Assistant must contact ComplianceTeam@admin.cam.ac.uk who will complete the term dates section.

DBS Checked By

DBS Check Date

RTW Checked By * ?

RTW Check Date *

Visa Checked By

Visa Check Date

Update

Click on the Update button to save the changes.

A confirmation banner will be displayed:

Workers / Peter Pantani / Compliance Mary Malone Department Assistant ▾

Compliance has been successfully updated.

Compliance

Upload Share Code verification proof * ?

Choose File No file chosen

Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

Peter_Pantani.pdf

The Compliance panel will now be marked complete, and the Worker is awaiting approval.

Workers / Peter Pantani Mary Malone Department Assistant ▾

Your profile submission is waiting for approval ✕

 Personal Details ✔	 Emergency Contact ✔	 Worker Term Dates	 CHRIS Details (Central HR Only)
 Tax Details ✔	 Preferences ✔	 Terms and Conditions ✔	 Compliance ✔

Approving the Worker

Return to Profiles, Schedule for Interview

UNIVERSITY OF CAMBRIDGE

Workers

Mary Malone Department Assistant

Manage Workers

- Registered
- Schedule for Interview
- Waiting for Approval
- Approved
- Deactivated

Locate the worker and click on the Approve button

Peter Pantani

ppantani@gmail.com

✓

23/06/2022 12:15

preview scheduled attended approve

Click on the OK button to confirm

Please Confirm

Are you sure you want to approve this worker?

Ok Cancel

The confirmation banner will be displayed.

Workers / Interview scheduled

Mary Malone Department Assistant

The status has been updated successfully.

