

This work instruction was last updated: 07 May 2010

Recording 'Permission to Work in the UK' 12 month Checks on ResourceLink

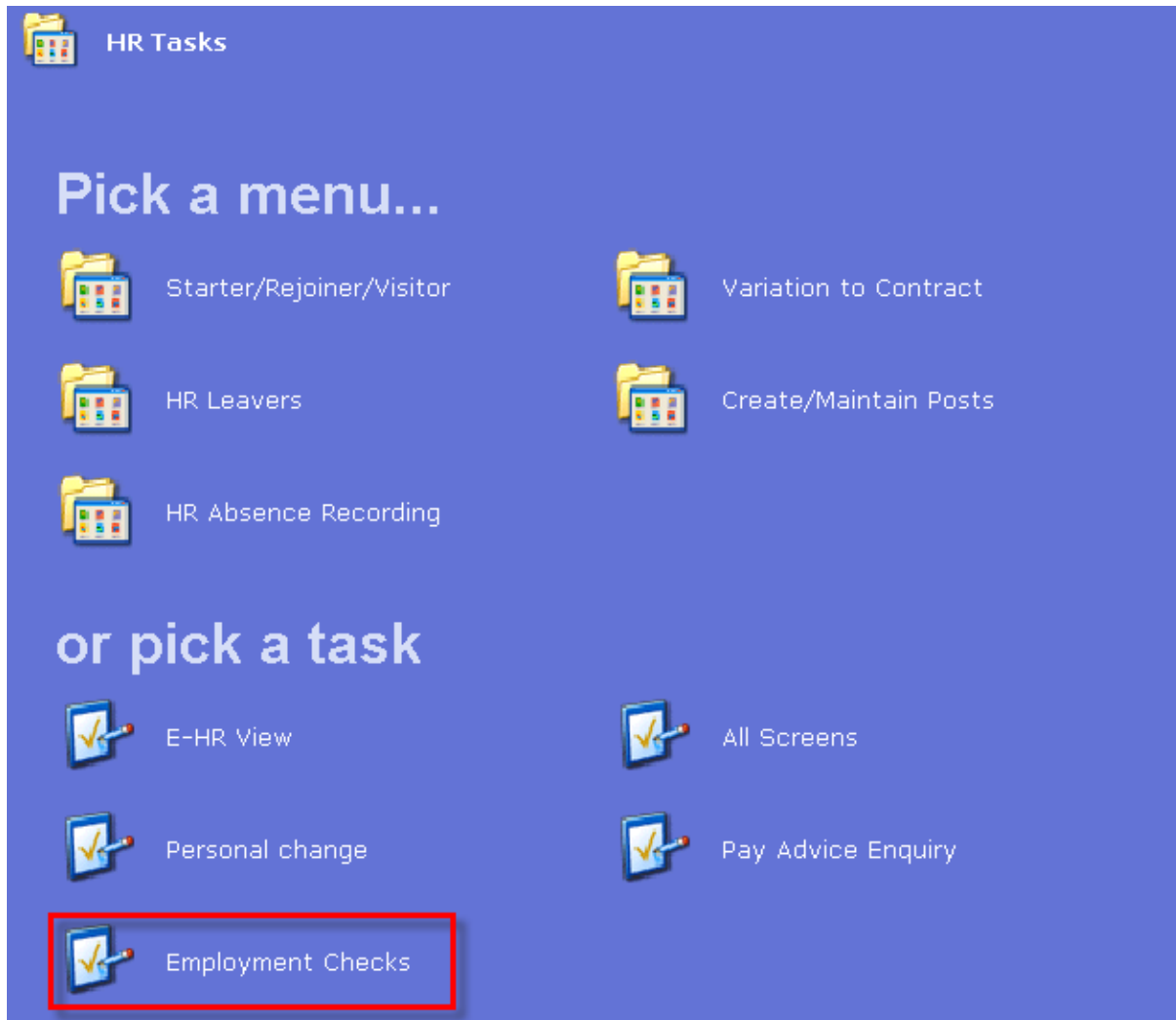
This Work Instruction describes how to record that a 12 month check has taken place to show an employee still has permission to work in the UK.

- | | |
|---|-------------------------------------|
| 1 | Individual Employment Checks screen |
| 2 | Adding a 12 month check |

- The Individual Employment Checks screen is also used to record ISA checks and CRB

1 Individual Employment Checks screen

- 1.1 The new **Individual Employment Checks** screen will be available from the **HR Tasks** Menu, within the task **Employment Checks**:



- ⚠ Please note this task has been renamed from **ISA Check** to **Employment Checks**

- 1.2 The screen will also be available in the following tasks:

- HR New Starter process
- Rejoiner
- Multi Post Starter
- Fees/Casual New Starter
- All Screens

- 1.3 Enter the employee number in the **Employee** field or window in to the field to search

Task - Employment Checks - Employee Selection Screen

Employee Other Numbers Structure Saved List Employment

Match ☒ Exact ☐ Partial

Employee Number

Surname Initials

Sex Nat. Ins. No.

Current Employee ☒ Y As at Date

Previous Surname

Known As

Add Search

Surname	Inits	Title	Emp Number	National ID Number	Start Date	For

Select Exit Save List


Enter an Employee Number CHANGE NUM MD5E

- 1.4 The new **Employment Checks** task contains the following screens:

- Personal Details
- Individual Employment Check **NEW!**
- Employee Work Permits
- CRB Details

- Example:**

[illegible]

- 1.7 You can expand any existing rows to see further details
- 1.8 Highlight the row and click on **Expand** 

Task - Employment Checks - Individual employment checks

Session Edit View Process Tools Display Help

Employee 1813862 : MR TJ WATERTON

Selection
Start Date Search

Seq	Start Date	Type	Level	Clearance	Reg	Status	N
001	01/01/2009	CRB	CRB	01/01/2009	<input checked="" type="checkbox"/>	VERIFI	N
Renewal Date 31/12/2011 Authorised by <input type="text"/> Reference numbers <input type="text"/> Registration body CRB CRB Type							
002	01/01/2009	ISA	REGACT	01/01/2009	<input checked="" type="checkbox"/>	VERIFI	N
Renewal Date Authorised by Reference numbers Registration body ISA ISA Type							

Add Change Delete Expand

Person Check Clear Date CHANGE NUM MD55

Task - Employment Checks - Individual employment checks

Session Edit View Process Tools Display Help

Employee 1813862 : MR TJ WATERTON

Selection

Start Date Search

Seq	Start Date	Type	Level	Clearance	Reg	Status	N
001							

Renewal Date

Authorised by

Reference numbers

Registration body Type

Add Change Delete Expand

Person Check Start Date ADD NUM MD55

2.2 In the **Start Date** field enter the date the 12 month check was made and press enter.

2.3 In the **Type** field, click on the arrow  and select **RTW – Right to work in UK**:

Seq	Start Date	Type	Level	Clea
001	01/12/2009			


Renewal Date

Authorised by

Reference numbers

Registration body

Check	Description
CRB	CRB
ISA	ISA Scheme
PTWUK	Permission to Work

2.4 Enter through to the **Level** field and click on the arrow  and select **N/A**

Seq	Start Date	Type	Level
001	01/12/2009	PTWUK	

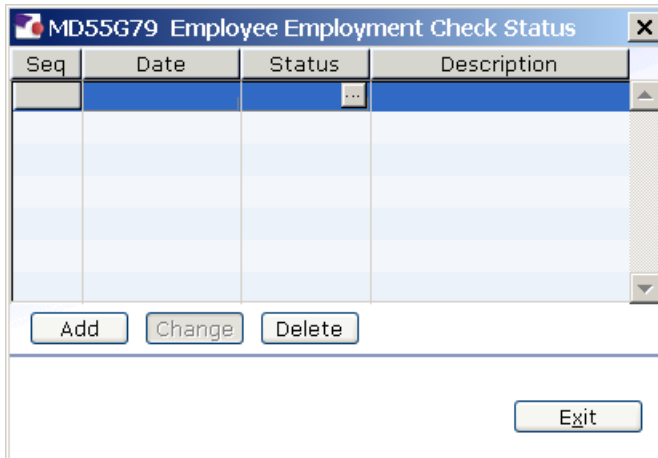
Renewal Date

Authorised by

Level
N/A

2.5 Enter through to the **Clearance** field and enter the date the check was made, this should be the same as the **Start Date** in step 2.2, press enter

2.6 Window  into the **Status** field



Seq	Date	Status	Description

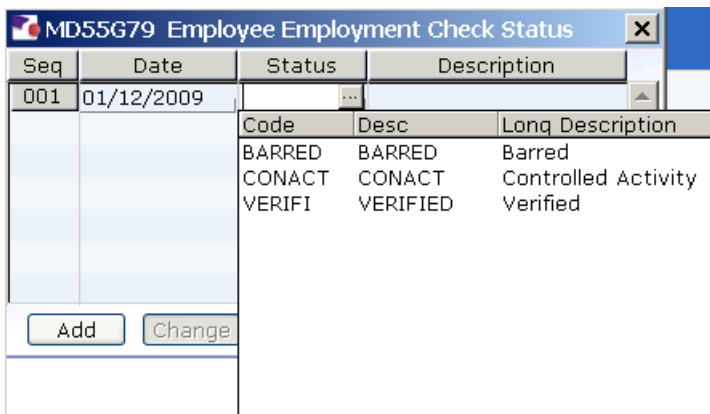
Add Change Delete

Exit

2.7 Click on **Add** 

2.8 Enter the status start date in the **Date** field and press enter

2.9 Window  into the **Status** field



Seq	Date	Status	Description
001	01/12/2009		

Add Change

Code	Desc	Long Description
BARRED	BARRED	Barred
CONACT	CONACT	Controlled Activity
VERIFI	VERIFIED	Verified

2.10 Select the current status of the Right to work in the UK check e.g. Verified

Seq	Date	Status	Description
001	01/12/2009	VERIFI	VERIFIED
002			

Buttons: Add, Change, Delete, Exit

2.11 Press **Enter** and click on **Exit**

Seq	Start Date	Type	Level	Clearance	Reg	Status	N
001	01/12/2009	PTWUK	N/A			VERIFI	

Fields below table: Renewal Date, Authorised by, Reference numbers, Registration body, Type

2.12 Enter through to the **N** (notes) field. If you have any additional notes you want to record against this check then window into the notes field, click on **Add**, enter the notes and then **Exit**

Line	Notes
01	


Buttons: Add, Change, Delete, Insert, Exit

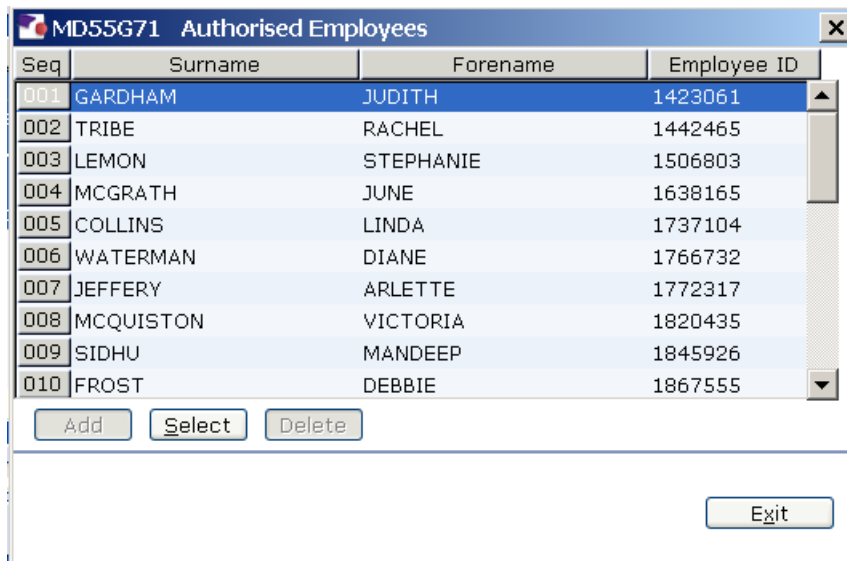
2.13 Otherwise enter past the notes field

2.14 The **Renewal Date** will default to 12 months from the start date:

Seq	Start Date	Type	Level	Clearance	Reg	Status	N
001	01/12/2009	PTWUK	N/A	01/12/2009		VERIFI	

Fields below table: Renewal Date (30/11/2010), Authorised by, Reference numbers, Registration body, Type


2.15 Window  into the **Authorised By** field



Seq	Surname	Forename	Employee ID
001	GARDHAM	JUDITH	1423061
002	TRIBE	RACHEL	1442465
003	LEMON	STEPHANIE	1506803
004	MCGRATH	JUNE	1638165
005	COLLINS	LINDA	1737104
006	WATERMAN	DIANE	1766732
007	JEFFERY	ARLETTE	1772317
008	MCQUISTON	VICTORIA	1820435
009	SIDHU	MANDEEP	1845926
010	FROST	DEBBIE	1867555

Buttons: Add, Select, Delete, Exit

2.16 Select who the check has been authorised by by clicking on the name

Authorised by 1442465 

2.17 Press **Enter**

Seq	Start Date	Type	Level	Clearance	Reg	Status	N
001	01/12/2009	PTWUK	N/A	01/12/2009	<input type="checkbox"/>	VERIFI	N
Renewal Date		30/11/2010					
Authorised by		1442465		RE TRIBE			
Reference numbers							
Registration body				Type			

2.18 Enter '/' + 'Return' to clear the second row

Task - Employment Checks - Individual employment checks

Session Edit View Process Tools Display Help

Employee 1813862 : MR TJ WATERTON

Selection
Start Date 01/12/2009 Search

Seq	Start Date	Type	Level	Clearance	Reg	Status	N
001	01/12/2009	PTWUK	N/A	01/12/2009		VERIFI	N

Add Change Delete Expand

Pseudo-Sequence Number for Index Paging LOOKUP NUM MD5E

2.19 Click on **Save** 