

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**:

🛗 HR	Tasks		
Picl	k a menu		
î.	Starter/Rejoiner/Visitor		Variation to Contract
i	HR Leavers		Create/Maintain Posts
î.	HR Absence Recording		
or p	oick a task		
P	E-HR View	~	All Screens
~	Personal change	V	Pay Advice Enquiry
~	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 Che	ecks - Employee Sel	ection Screen		_ 🗆 ×
▶ 🖻 🔌 🚥 🗅 😂 🖬	X 🖻 🖻 🗛 🔺	E ~ 1 1 1 1 1 1 1 1 1 1	ę	
Employee Other Match Employee Number	Numbers Struc Exact Part	ture Saved List	Employment	
Surname Sex Current Employee Previous Surname Known As	Y	Initials Nat. Ins. No. As at Date	07/05/2010	Search
Surname	Inits Title E	mp Number National ID N	Jumber	Start Date Fore
<u>S</u> elect <u>Exit</u>	Save <u>L</u> ist			

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

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

Individual Employment Check screen:

Task - Employment Checks - Individual employment checks	<u>_ 🗆 ×</u>
Session Edit View Process Tools Display Help	
🗖 🗲 🛰 🗅 🚅 🖬 🕹 🔺 🛋 🖪 🔺 🛋 🗖 👘 🗑 🗑 🥥 🕐 🚫 🚫 🚫	0
Employee 1813862 : MR TJ WATERTON	
Selection	
Start Date	Search
Seq Start Date Type Level Clearance Reg Status N	
	_
	▼
Add Change Delete Expand	
Enter person check start date or WINDOW to select CHANGE N	UM MD55

1.5 Enter through the **Start Date** field, leaving it blank

●[™] If there is a date in this field, remove it and enter through

Task - Employment Checks - Individual employment checks	<u> </u>
Employee 1813862 : MR TJ WATERTON	
Start Date Search	h
Seq Start Date Type Level Clearance Reg Status N	
	V
Add Change Delete Expand	
Person Check Start Date NUM	MD55

1.6 The screen will display any existing employment checks, this includes **CRB** information for any staff who have a completed CRB record on ResourceLink (this pulls through automatically from the **CRB Details** screen) and **ISA Checks**

Example:

Task - Employment Checks - Individual employment checks	<u>_ 🗆 ×</u>
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 01/01/2009 VERIFI N 002 01/01/2009 ISA REGACT 01/01/2009 VERIFI N	<u>-</u>
	V
Add Change Delete Expand	
Person Check Clear Date	

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

🚰 Task - Employment Checks - Individual employment checks	_ 🗆 ×
Session Edit View Process Tools Display Help	
🔁 🖆 🛰 📲 🖆 🖆 📾 🛋 🔺 🛋 🕋 👘 🗑 🗑 😨 🤶 💽 🔇	0
Employee 1813862 : MR TJ WATERTON	
Selection	
Start Date	Search
Seq Start Date Type Level Clearance Reg Status 001 01/01/2009 CRB ▼ 01/01/2009 ▼ VERIFI N	N
Renewal Date 31/12/2011 Authorised by	
Registration body CRB Type 002 01/01/2009 ISA REGACT 01/01/2009 VERIFI N Renewal Date Authorised by Defenses numbers Defenses numbers Defenses numbers	
Registration body ISA ISA Type	T
Add Change Delete Expand	
Person Check Clear Date CHANGE	NUM MD55

C	UNIVER	SITYOF
Sout	ham	pton

2 Adding a 12 month check	
Task - Employment Checks - Individual employment checks Session Edit View Process Tools Display Help	_ 🗆 ×
Image: Second state state Image: Second	0
Selection Start Date	Search
Seq Start Date Type Level Clearance Reg Status N	
	v
Add Change Delete Expand	_
Enter person check start date or WINDOW to select CHANGE N	JM MD55
p	

2.1 Click on Add

Task - Employment Checks - Individual employment checks Session Edit View Process Tools Display Help	<u>_ 🗆 ×</u>
▶ =	0
Employee 1813862 : MR TJ WATERTON	
Selection Start Date	Search
Seq Start Date Type Level Clearance Reg Status N 001 Image: Status Image: S	<u></u>
Add Change Delete Expand	
Person Check Start Date ADD NU	M 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	Туре	е	Level		Clea
001	01/12/2009		•		•	
Rene	wal Date	Check	Des	cription		
Authorised by			CRB	Scheme		
Reference numbers		PTWUK Permission to Work		ork		
Regis	tration body					

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

Seq	Start Date	Туре	Level
001	01/12/2009	PTWUK 🗾	
Rene	wal Date		Level
Auth	orised by		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

_

🌄 MD	MD55G79 Employee Employment Check Status 💦 🗙							
Seq	Date	Status	Description					
	1							
Ac	d Change	Delete						
			Exit					
			<u>–––</u>					

- 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

MD55G79 Employee Employment Check Status						
Seq	Date	Status	Desci	ription		
001	01/12/2009			A		
		Code	Desc	Long Description		
		BARRED	BARRED	Barred		
		CONACT	CONACT	Controlled Activity		
		VERIFI	VERIFIED	Verified		
A r	d Change					
	ia change					

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

🍢 MD	55G79 Emplo	yee Employ	ment Check Status	×
Seq	Date	Status	Description	
001	01/12/2009	VERIFI	VERIFIED	-
002				
				-
Ac	d Change	Delete		
			E <u>x</u>	it

2.11 Press Enter and click on Exit

Seq Start Date 1	Гуре Level	Clearance	Reg Status	N
001 01/12/2009 PTW	/UK 🛃 N/A 🔄		VERIFI 🔤	N
Renewal Date				
Authorised by				
Reference numbers				
Registration body		Туре		

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**

🌄 MD00G1	Maintain Note Detail		×
Line		Notes	
01			
			-
Add	Change Delete	Insert	
			E <u>x</u> it

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	Туре	Level	Clearance	Reg	Status		N
001	01/12/2009	_{II} PTWUK 🔽	N/A 🗾	01/12/2009		VERIFI 🔛	N	
Rene	wal Date	30/1	1/2010					
Auth	orised by							
Refer	ence numbers							
Regis	tration body			Туре				

2.15 Window into the **Authorised By** field

🌄 м	MD55G71 Authorised Employees 🛛 🗙						
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	јѕірни	MANDEEP	1845926				
010	FROST	DEBBIE	1867555 🔹 💌				
	Add <u>S</u> elect 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	Туре	Level	Clearance	Reg	Status		N
001	01/12/2009	PTWUK	N/A	01/12/2009		VERIFI	Ν	
Rene	wal Date	30/1	1/2010					
Auth	orised by	14424	165	RE TRIBE				
Refer	ence numbers							
Regis	tration body			Туре				

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

Task - Employment Checks - Individual employment checks	<u>_ 🗆 ×</u>
Session Eul view Process roos Display Hep → C \ D 2 B X B B A A E = 10 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Employee 1813862 : MR TJ WATERTON	
Selection Start Date 01/12/2009 Selection	arch
Seq Start Date Type Level Clearance Reg Status N 001 01/12/2009 PTWUK V/A V01/12/2009 VERIFI N N	
	v
Add Change Delete Expand	
Pseudo-Sequence Number for Index Paging LOOKUP NUM	MD55

2.19 Click on Save 💿