

**This work instruction was last updated: 03 August 2010**

## **CRB Details**

This work instructions guides you through the process for completing the CRB Details screen.

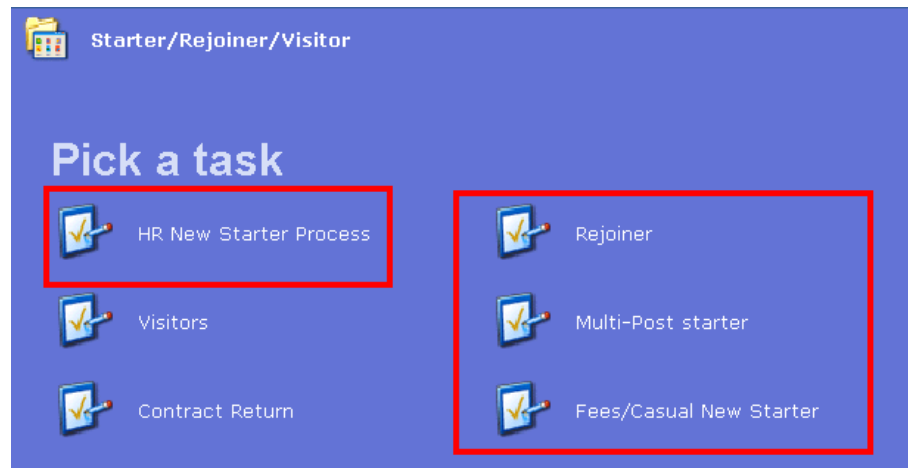
HR Tasks – Starter/Rejoiner/Visitor - HR New Starter Process, Rejoiner, Multi-Post Starter or Fees/Casual New Starter

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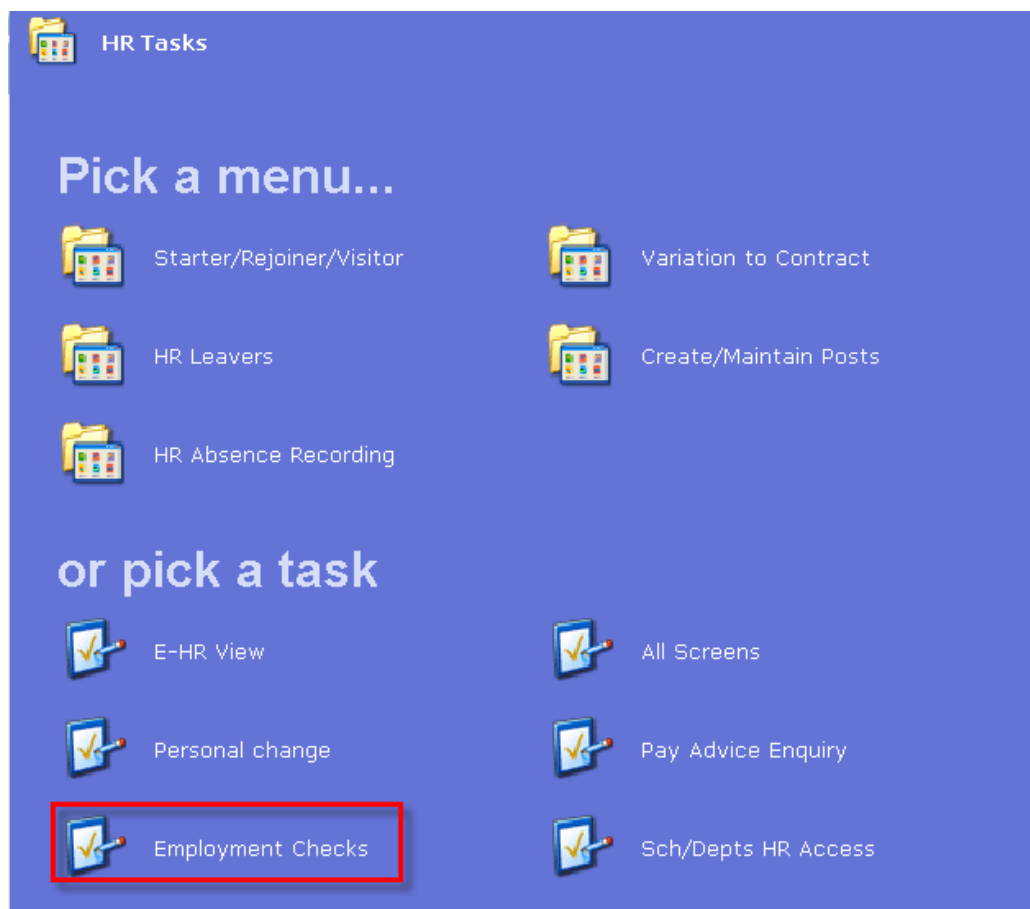
1	Location of CRB Details Screen
2	Completing the CRB details on the Individual Employment Checks Screen

## 1 Location of CRB Details Screen

- 1.1 The CRB Details Screen is located within the process of each of the following tasks:  
HR New Starter Process, Rejoiner, Multi-Post Starter or Fees/Casual New Starter



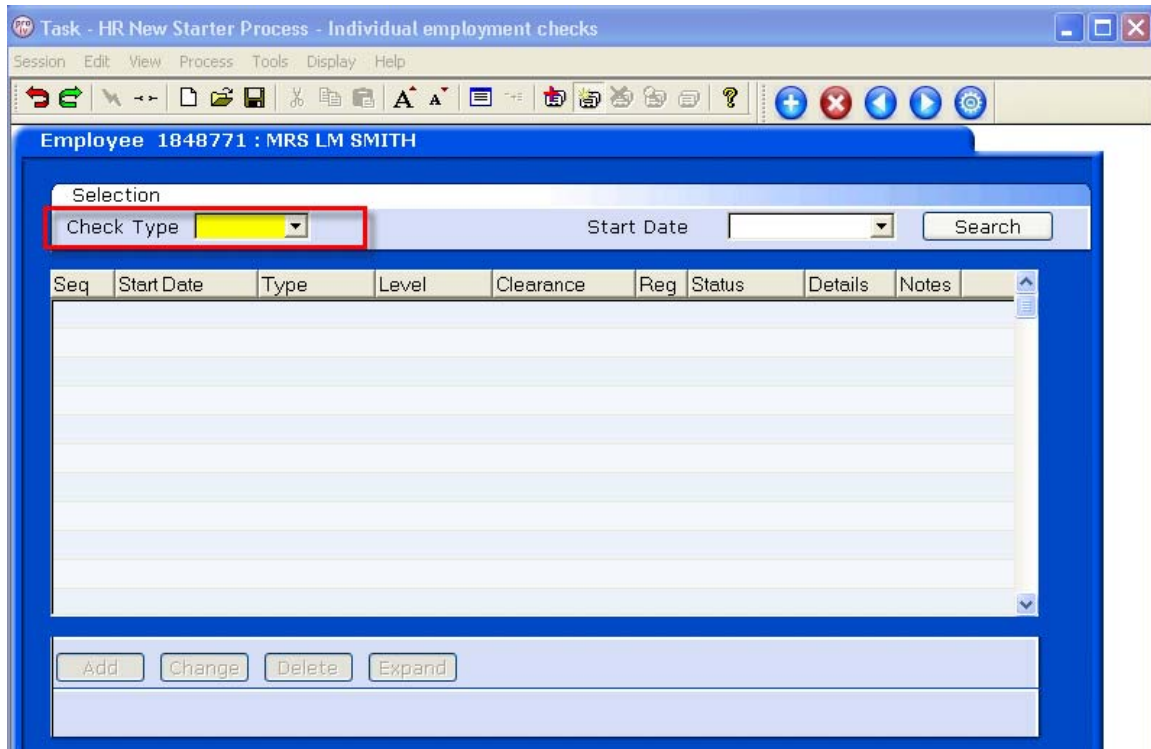
- 1.2 As well as the **Employment Checks** task in the HR Tasks menu:



## 2 Completing the CRB details on the Individual Employment Checks Screen

### Individual Employment Checks screen

2.1 Select the Check Type **CRB** from the pick list:



Task - HR New Starter Process - Individual employment checks

Session Edit View Process Tools Display Help

Employee 1848771 : MRS LM SMITH

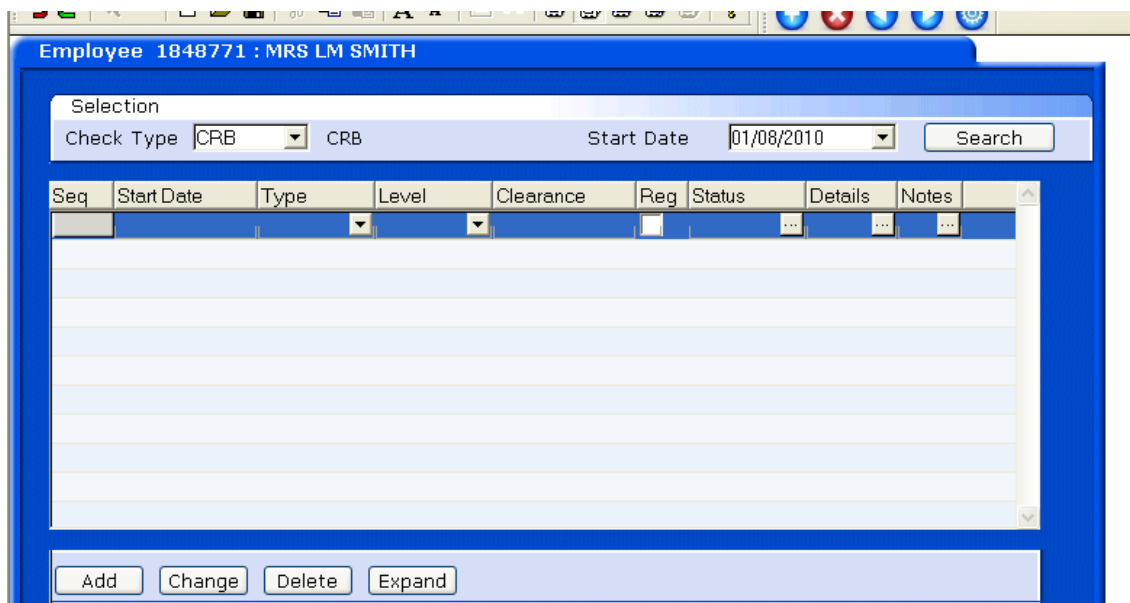
Selection

Check Type ▼ Start Date ▼ Search

Seq	Start Date	Type	Level	Clearance	Reg	Status	Details	Notes

Add Change Delete Expand

2.2 Press enter and enter the **Start Date** of the check and press Enter again.



Employee 1848771 : MRS LM SMITH

Selection

Check Type CRB Start Date 01/08/2010 Search

Seq	Start Date	Type	Level	Clearance	Reg	Status	Details	Notes

Add Change Delete Expand

2.3 Click on **Add** Add and the Start Date will appear in the new row **Start Date** field. Press Enter

2.4 Click on the drop down in the **Type** field and select **CRB**

Selection

Check Type **CRB** Start

Seq	Start Date	Type	Level	Clearance
001	01/08/2010	<b>CRB</b>		

Check Description

**CRB** CRB

ISA ISA Scheme

PTWUK Permission to Work

2.5 Press Enter

2.6 In the **Level** field, select **CRB** again

Seq	Start Date	Type	Level	Cle
001	01/08/2010	CRB	<b>CRB</b>	

Level

**CRB**

2.7 Press Enter

2.8 In the **Clearance** field enter the date the CRB disclosure certificate was issued and press Enter

2.9 Window into the **Status** field and click on **Add**

Add

MD55G79 Employee Employment Check Status

Seq	Date	Status	Description
001	01/08/2010	...	


Add Change Delete

Exit

2.10 Enter the date the CRB disclosure certificate was issued and press Enter

2.11 In the **Status** field, click on the drop down and select **Verified:**

MD55G79 Employee Employment Check Status				
Seq	Date	Status	Description	
001	03/08/2010			
		Code	Desc	Long Description
		BARRED	BARRED	Barred
		CONACT	CONACT	Controlled Activity
		VERIFI	VERIFIED	Verified

2.12 Press Enter and click on **Exit** 

2.13 Window in on the Details field:

Seq	Start Date	Type	Level	Clearance	Reg	Status	Details	Notes
001	01/08/2010	CRB	CRB	03/08/2010	✓	VERIFI		

2.14 Enter the **Disclosure App No**, if known

**MD55G77 Employment Check Details**

General

Disclosure App No.  Barcode No

Category  List99 Check ☐ ISA Check ☐

Date Sent to Indv  Completed Form Rec'd

Returned to amend

Identity Checker

Counter Signatory



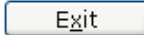
Sent to Authority  Re-sent to Authority

Disclosure Cert Rec  Certificate No.

Disc. Cert. Issue  No of days taken to process

Line Mgr Notified  Renewal Date

Cost  Cost Code

 Portability  Notes 

2.15 If you do not know the Disclosure Application Number, press enter to go past the field and the following message will appear:

**CTDIALOG Dialogue Box**

General

No Application number present. Please enter Portability details

2.16 Click on **No**

2.17 Enter the **Barcode No**   if known and press enter, otherwise enter past the field and leave blank.

2.18 **Mandatory:** Select the **Category** code from the drop down menu:

Code	Desc	Long Description
B	Basic	Basic
E	Enhanced	Enhanced
S	Standard	Standard

2.19 Tick the box if the person has been **List 99** checked

2.20 Tick the box if the person has been **ISA** checked

2.21 In the **Date Sent to Indv** field, enter the date the form was sent to the individual for completion and press enter

2.22 Enter the date the **Completed Form was Rec'd**

🕒 This can not be a future date

2.23 Enter through the fields down to the **Counter Signatory** field **Mandatory:** Window in on '**Counter Signatory**' to select the HR person responsible for counter signing this CRB:

**MD55G77 Employment Check Details**

**General**

Disclosure App No.  Barcode No

Category  List99 Check ☐ ISA Check ☐

Date Sent to Indv  Completed Form Rec'd

Returned to amend

Identity Checker

Counter Signatory

Sent to Authority  Re-sent to Authority

Disclosure Cert Rec  Certificate No.

Disc. Cert. Issue  No of days taken to process

Line Mgr Notified  Renewal Date

Cost  Cost Code

Portability Notes

2.24 Select the person responsible for signing the CRB application:

**MD55G71 Authorised Employees**

Seq	Surname	Forename	Employee ID
001	PARHAR	SUNITA	1327801
002	TOWNEND	NICHOLAS	1820303
003	BARNES	SARAH	1834657

2.25 Enter the date the application was sent to the CRB in the **Sent to Authority** field and press Enter

🕒 Date must be after completed form received date

2.26 If the form needed to be re-sent to CRB enter the date the form was re-sent to the CRB otherwise enter past the field and leave blank:

**MD55G77 Employment Check Details**

General

Disclosure App No.  Barcode No

Category  List99 Check ☐ ISA Check ☐

Date Sent to Indv  Completed Form Rec'd

Returned to amend

Identity Checker

Counter Signatory  MR N TOWNEND

Sent to Authority  Re-sent to Authority

Disclosure Cert Rec  Certificate No.

Disc. Cert. Issue  No of days taken to process

Line Mgr Notified  Renewal Date

Cost  Cost Code

Portability Notes Exit

2.27 **Mandatory:** Enter the date that the Disclosure Certificate was received in the **Disclosure Cert Rec.** field and press enter.

2.28 **Mandatory:** Enter the certificate number

**MD55G77 Employment Check Details**

General

Disclosure App No.  Barcode No

Category  List99 Check ☐ ISA Check ☐

Date Sent to Indv  Completed Form Rec'd

Returned to amend

Identity Checker

Counter Signatory  MR N TOWNEND

Sent to Authority  Re-sent to Authority

Disclosure Cert Rec  Certificate No.

Disc. Cert. Issue  No of days taken to process

Line Mgr Notified  Renewal Date

Cost  Cost Code

Portability Notes Exit

2.29 **Mandatory:** Enter the **Disclosure Certificate Issue Date** and press enter

2.30 Enter the date the Line manager/Sch Manager was notified (if appropriate) or enter through and leave blank.

2.31 The **Renewal Date** will automatically be populated with a 3 year expiry date:



**MD55G77 Employment Check Details**

**General**

Disclosure App No.	<input type="text"/>	Barcode No	<input type="text" value="0000000000000000"/>
Category	<input type="text" value="E"/>	List99 Check	<input type="checkbox"/>
		ISA Check	<input type="checkbox"/>
Date Sent to Indv	<input type="text" value="01/08/2010"/>	Completed Form Rec'd	<input type="text" value="02/08/2010"/>
Returned to amend	<input type="text"/>		
Identity Checker	<input type="text"/>		
Counter Signatory	<input type="text" value="1820303"/>	MR N TOWNEND	
Sent to Authority	<input type="text" value="03/08/2010"/>	Re-sent to Authority	<input type="text"/>
Disclosure Cert Rec	<input type="text" value="03/08/2010"/>	Certificate No.	<input type="text" value="123456789"/>
Disc. Cert. Issue	<input type="text" value="03/08/2010"/>	No of days taken to process	<input type="text" value="2"/>
Line Mgr Notified	<input type="text"/>	Renewal Date	<input type="text" value="02/08/2013"/>
Cost	<input type="text"/>	Cost Code	<input type="text"/>

Portability Notes Exit

2.32 If you have the cost and cost code, these can be entered here:

**MD55G77 Employment Check Details**

**General**

Disclosure App No.	<input type="text"/>	Barcode No	<input type="text" value="0000000000000000"/>
Category	<input type="text" value="E"/>	List99 Check	<input type="checkbox"/>
		ISA Check	<input type="checkbox"/>
Date Sent to Indv	<input type="text" value="01/08/2010"/>	Completed Form Rec'd	<input type="text" value="02/08/2010"/>
Returned to amend	<input type="text"/>		
Identity Checker	<input type="text"/>		
Counter Signatory	<input type="text" value="1820303"/>	MR N TOWNEND	
Sent to Authority	<input type="text" value="03/08/2010"/>	Re-sent to Authority	<input type="text"/>
Disclosure Cert Rec	<input type="text" value="03/08/2010"/>	Certificate No.	<input type="text" value="123456789"/>
Disc. Cert. Issue	<input type="text" value="03/08/2010"/>	No of days taken to process	<input type="text" value="2"/>
Line Mgr Notified	<input type="text"/>	Renewal Date	<input type="text" value="02/08/2013"/>
Cost	<input type="text"/>	Cost Code	<input type="text"/>

Portability Notes Exit

2.33 Enter through the final fields on the screen and you will return to the Individual Employment Checks screen:

Employee 1848771 : MRS LM SMITH

Selection

Check Type  CRB Start Date

Seq	Start Date	Type	Level	Clearance	Reg	Status	Details	Notes
001	01/08/2010	CRB	CRB	03/08/2010	<input checked="" type="checkbox"/>	VERIFI		
002	01/08/2010				<input type="checkbox"/>			


- 2.34 If you accidentally start creating a new row then delete the start date and enter / and press enter

Employee 1848771 : MRS LM SMITH

Selection

Check Type  CRB Start Date

Seq	Start Date	Type	Level	Clearance	Reg	Status	Details	Notes
001	01/08/2010	CRB	CRB	03/08/2010	<input checked="" type="checkbox"/>	VERIFI	Y	N

- 2.35 Click on **Save**  or continue to further screens