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

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:

Tasks		
k a menu		
Starter/Rejoiner/Visitor	î.	Variation to Contract
HR Leavers	i	Create/Maintain Posts
HR Absence Recording		
oick a task		
E-HR View	P	All Screens
Personal change	•	Pay Advice Enquiry
Employment Checks	~	Sch/Depts HR Access
	Tasks K a menu Starter/Rejoiner/Visitor HR Leavers HR Absence Recording Dick a task E-HR View Personal change Employment Checks	Tasks k a menu Starter/Rejoiner/Visitor It Leavers It Absence Recording ick a task E-HR View Personal change Employment Checks

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 Start Date	arch							
Seq Start Date Type Level Clearance Reg Status Details Notes	<u> </u>							

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

Emplo	yee 184877	1 : MRS LM	SMITH				
Sele Che	ection ck Type CRB	CF	RB	St	art Date 01,	08/2010 💌	Search
Seq	Start Date	Type	Level	Clearance	Reg Status	Details N	lotes 🔼 🗠
Ad	ld 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**

Sele	ction						
Chec	k Type 🛛	RB 🗾	CRB				Star
Seq	Start Date	Туре	L	evel		Clearance	•
001	01/08/20	10 Chec CRB ISA PTW	k Desci CRB ISA S JK Permi	ription Scheme ission 1	e to We	ork	

- 2.5 Press Enter
- 2.6 In the Level field, select CRB again

Seq	Start Date	Туре	Level	Cle
001	01/08/2010	ICRB		•
			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**

🛞 MD5	5679 Employee	e Employment	Check Status
Seq	Date	Status	Description
001			
Ac	d Change	Delete	
			Exit

- 2.10 Enter the date the CRB disclosure certificate was issued and press Enter
- 2.11 In the **Status** field, clcik on the drop down and select **Verified**:



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

- 2.12 Press Enter and click on Exit
- 2.13 Window in on the Details field:

Seq	Start Date	Туре	Level	Clearance	Reg	Status	Details	lotes	<u>~</u>
001	01/08/2010	CRB 🗾	CRB 🗾	03/08/2010		VERIFI ·		• • •	

Exit

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

🛞 MD55G77 Employment Che	eck Details		\mathbf{X}
General			
Disclosure App No. Category		Barcode No List99 Check 🛛 🧖	00000000000000000000000000000000000000
Date Sent to Indv Returned to amend Identity Checker Counter Signatory		Completed Form Rec'd	
Sent to Authority Disclosure Cert Rec Disc. Cert. Issue Line Mgr Notified Cost	Cost Code	Re-sent to Authority Certificate No. No of days taken to proc Renewal Date	cess 02/08/2013
🧔 Por <u>t</u> ability	<u> N</u> otes		E <u>x</u> it

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 Po	rtability details
	Yes <u>N</u> o



2.16 Click on **No**

- 2.17 Enter the **Barcode No** 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:

2	MD55G77 Employment Che	ck Details						
	General							
	Disclosure App No.			Barcode	e No		[000000000
ł	Category			List99 Check			IS/	A Check
		Code	Desc	Lor	n <mark>q</mark> Descrip	otion		
		В	Basic	Bas	sic			
	Data Cast to Indu	E	Enhanced	a Enł	nanced			
	Date Sent to Indv	S	Standard	Sta	ndard			
	Returned to amend							
	Identity Checker							

- 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 Che	ck Details		
General			
Disclosure App No. Category	E	Barcode No List99 Check 🛛 🦳	00000000000000000000000000000000000000
Date Sent to Indv Returned to amend Identity Checker Counter Signatory	01/08/2010 	Completed Form Rec'd	02/08/2010
Sent to Authority Disclosure Cert Rec Disc. Cert. Issue Line Mgr Notified Cost	Cost Code	Re-sent to Authority Certificate No. No of days taken to pro- Renewal Date	cess 02/08/2013
// Portability	// Notes		Exit

2.24 Select the person responsible for signing the CRB application:

MD 🎦	055G71 Authorised Employees			x
Seq	Surname	Forename	Employee ID	
001	PARHAR	SUNITA	1327801 📥	
002	TOWNEND	NICHOLAS	1820303	
003	BARNES	SARAH	1834657	
			-	
ļ	Add <u>S</u> elect Delete]		
			E <u>x</u> it)

- 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 Che	ck Details		
General			
Disclosure App No.		Barcode No	0000000000000000
Category	E	List99Check 📃	ISA Check 🛛 🔽
Date Sent to Indv Returned to amend Identity Checker Counter Signatory	01/08/2010 	Completed Form Rec'd MR N TOWNEND	02/08/2010
Sent to Authority Disclosure Cert Rec Disc. Cert. Issue	03/08/2010	Re-sent to Authority Certificate No. No of days taken to proc	
Line Mar Notified		Renewal Date	02/08/2013
Cost	Cost Code		
<i> Por<u>t</u>ability</i>	🥖 <u>N</u> otes		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 Che	ck Details		
General			
Disclosure App No.		Barcode No	0000000000000000
Category	je <u></u>	List99 Check	ISA Check
Date Sent to Indv	01/08/2010	Completed Form Rec'd	02/08/2010
Returned to amend			
Identity Checker	<u> </u>		
Counter Signatory	1820303	MR N TOWNEND	
Sent to Authority	03/08/2010	Re-sent to Authority	
Disclosure Cert Rec	03/08/2010	Certificate No.	
Disc. Cert. Issue		No of days taken to proc	ess
Line Mgr Notified		Renewal Date	02/08/2013
Cost	Cost Code		

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 Che	ck Details	
General		
Disclosure App No.		Barcode No 00000000000000000000000000000000000
Category	E	List99 Check 🧧 ISA Check 📃
Date Sent to Indv Returned to amend Identity Checker Counter Signatory	01/08/2010 	Completed Form Rec'd 02/08/2010
Sent to Authority	03/08/2010	Re-sent to Authority
Disclosure Cert Rec	03/08/2010	Certificate No. 123456789
Disc. Cert. Issue	03/08/2010	No of days taken to process 2
Line Mgr Notified		Renewal Date 02/08/2013
Cost	Cost Code	
I Por <u>t</u> ability	<i> (</i> otes	Exit

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

🛞 MD55G77 Employment Che	eck Details	
General		
Disclosure App No. Category	E	Barcode No 00000000000000000000000000000000000
Date Sent to Indv Returned to amend Identity Checker	01/08/2010	Completed Form Rec'd 02/08/2010
Counter Signatory	1820303	MR N TOWNEND
Sent to Authority	03/08/2010	Re-sent to Authority
Disclosure Cert Rec	03/08/2010	Certificate No. 123456789
Disc. Cert. Issue	03/08/2010	No of days taken to process 2
Line Mqr Notified		Renewal Date 02/08/2013
Cost	Cost Code	
🥖 Por <u>t</u> ability	🥖 <u>N</u> otes	E <u>x</u> it

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 CRB Start Date 01/08/2010 Se	arch
Seq Start Date Type Level Clearance Reg Status Details Notes 001 01/08/2010 CRB CRB 03/08/2010 ✓ VERIFI 002 01/08/2010 ✓ ✓ ✓ ✓ ✓ 002 01/08/2010 ✓ ✓ ✓ ✓ ✓	
Add Change Delete Expand	

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

Emplo	yee 1848771	: MRS L	M SMITH						
Col	action								
Che	ck Type CBB	•	CRB	St	art Date	01/08/2	010 🔻] []	earch
			0112			In 17 out 2			
Seq	Start Date	Type	Level	Clearance	Reg	Status	Details	Notes	<u>^</u>
001	01/08/2010	II CRB	,⊂ CRB	<mark>. ▼</mark> ∥03/08/2010	_ _ (`	verifi 😐	-Υ <mark>.</mark> Υ.	N	

2.35 Click on **Save** or contnue to further screens