



How to...upload pre-employment check documents to Your HR

Purpose:

This guide will show you how to upload pre-employment check documents to Your HR and send to HR for audit checks .

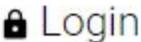
Logging in to YourHR:

- Logging in to Your HR: To log into Your HR, please refer to the **How to...Log in to Your HR Guide**.

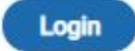
To ensure you have completed all pre-employment checks to a standard that complies with statutory and audit requirements please see the [Pre-employment check guide - The essentials](#) for further assistance. Alternatively, managers can also access the elearning module WFW DP266 Pre-Employment checks eLearning for detailed guidance.

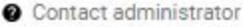
- When logging into Your HR you will need to select the Recruiting Manager Role in the dropdown list as shown below

Please select a role to continue.

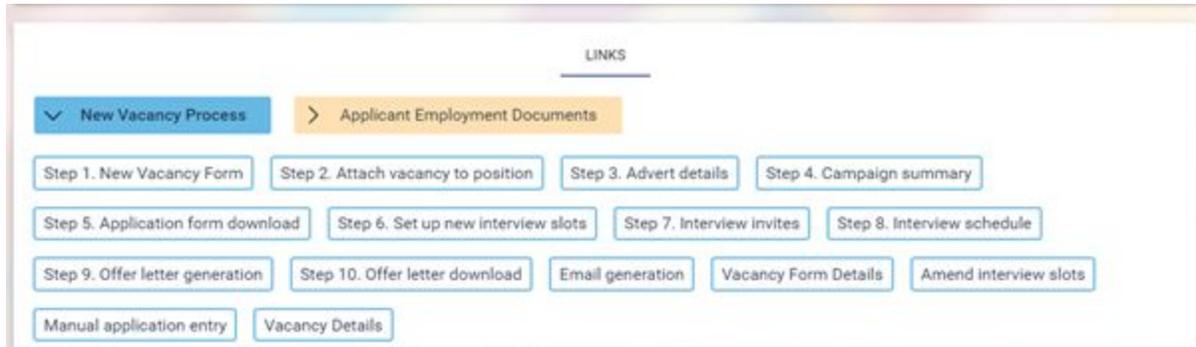
 

Select role
Recruiting Manager 

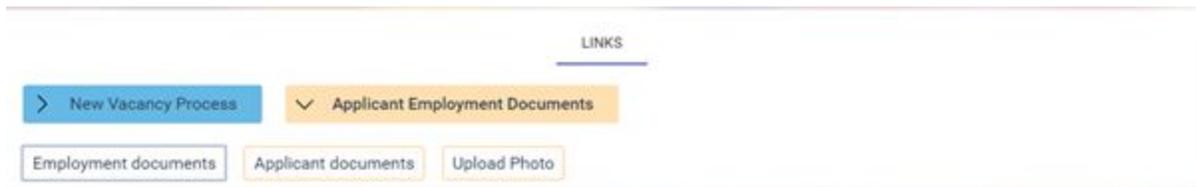




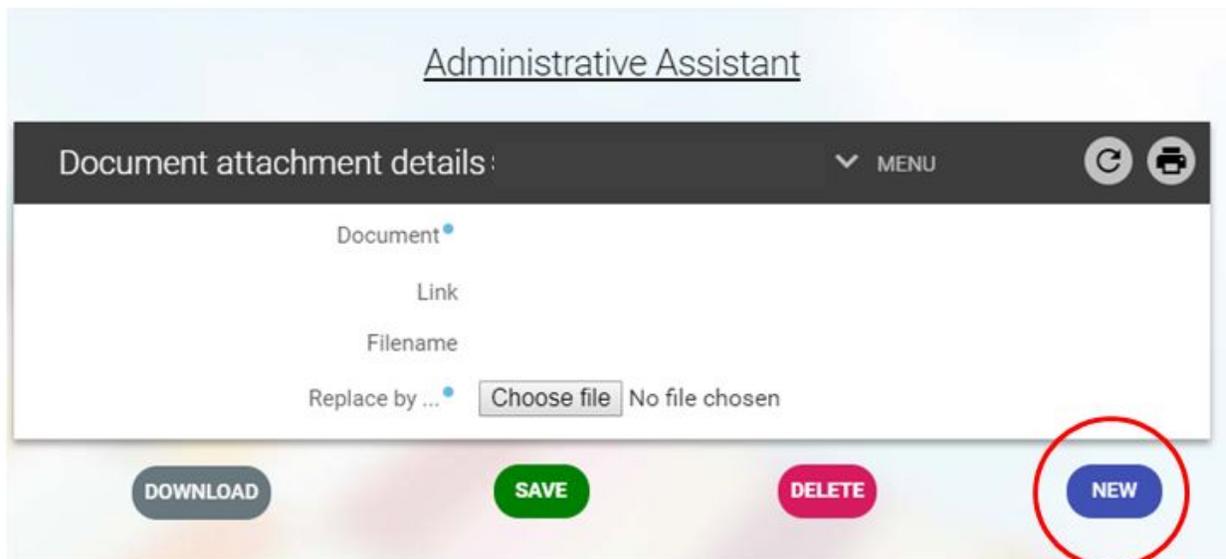
- Click on Recruitment which is in the top right of the screen
- You will then be taken through to the Recruitment summary screen. Select your vacancy.
- Scroll to the menu at the bottom of the page:



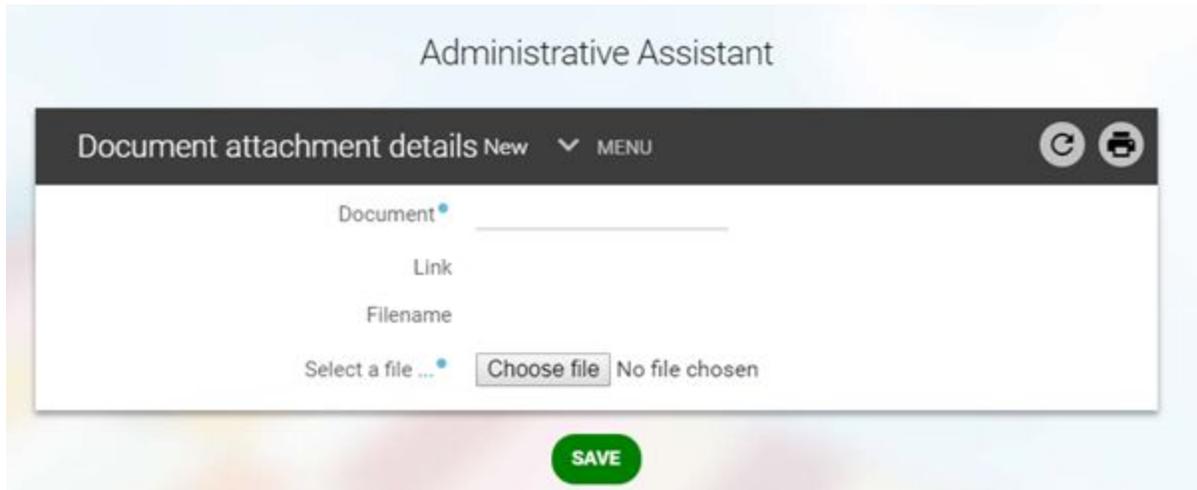
- Select Applicant Employment documents, then Employment documents:



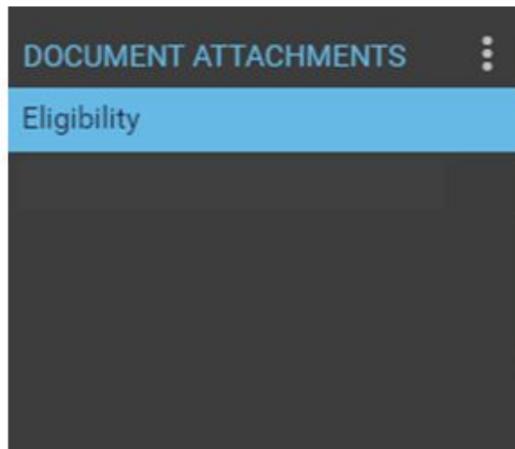
- Select your offered candidate on the left hand side. Please note, all candidates for this position will appear.
- The following screen will appear, it may show the supporting statement document that the candidate had uploaded as part of their application. Please select 'New'



- The following screen will then appear, you will need to upload each pre-employment document separately and press 'SAVE'



- Once you have uploaded a document it will appear on the left hand side. To upload a new document press 'New' and continue until all documents are uploaded:



- Please note, documents will need to be uploaded separately for each pre-employment check
- All documents should be signed 'Original Seen & Verified, print name, signed and dated'
- Please see the table below for the naming conventions on documents to be uploaded:

Satisfactory references	<p>For references you will need to upload the following:</p> <p>Ref 1 Ref 1 email (an audit trail to show how you have received the reference) Ref 2 Ref 2 email</p> <p>You can save the email trail by pressing the print icon on your email trail and selecting the save as pdf option.</p> <p>If the candidate is already a WCC employee then only one reference is required from the current manager. You will also need to upload the reference email as an audit trail.</p> <p>If the candidate is currently working under your line management and you are able to</p>
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	waive the reference, if this is the case please upload a document/email trail to Your HR confirming you are waiving the outstanding reference and the reason for waiving.
A satisfactory work health assessment	The work health assessment is included in the New Starter form (Work Health Declaration for internal candidates) Please title the document either New Starter Form or Work Health Declaration If an occupational health referral has been carried out please upload the report/fit certificate
Evidence you are legally entitled to work in the UK	To show a candidate's eligibility you will need to upload the following: Passport Biometric permit Birth certificate in accordance with NI number (not NI card) Please title this document as Eligibility
Evidence of your identity	This check is usually completed by uploading documents for Eligibility (passport) or Proof of address (driving licence)
Evidence of your current address	Documents that could be uploaded are: <ul style="list-style-type: none"> ● Driving licence ● Bank statement/utility bill posted to home address within the last 3 months ● Council tax bill posted to home address within the last 12 months Please title this document Proof of address
Evidence of any required qualifications	Please upload the relevant qualifications, as stated in the essential criteria of the JDPS. Please title this document as Qualifications
Evidence of any required registrations	Please title this as the relevant registration required for the role. Eg HCPC registration
Satisfactory Disclosure & Barring Service Check	Please upload the notification that is received once the DBS check has been completed Please title this as DBS Clearance

- You will also need to upload the candidate's offer letter on Your HR.
- Once all pre-employment checks have been uploaded, find the candidate under 'Offer'

- You will see the following screen, select the appropriate position and start date. The start date can be a provisional start date however please note, you should not confirm a start date with a candidate until all pre-employment checks are complete.

Application details [\(as of 01/05/2019\)](#)
✕

Applicant _____

Stage Awaiting Audit Authorisation

Stage notes _____

Offer Details

Vacant positions* _____

Start date* _____ 

Expected occupancy end date _____ 

Expected occupancy end reason _____

Attach people resource

Resource person	Mailing job title	Start date	End date	
_____				+ -

SAVE

- Moving the candidate will send a notification to HR to complete an audit check on the pre-employment check documents you have uploaded. If there is anything missing then you will receive an email updating you on what is outstanding and the new starter process will be paused
- If all checks are completed HR will contact you to ask you to agree a start date with the candidate, you will need to reply back to HR confirming the start date via email.

- Once the start date is confirmed the candidate will be set up as an employee
- Please be aware when input is complete you will receive a notification asking you to check the employee's record. You may need to alter the working hours or salary scale as these will have been inherited from the post in the system.
- Any amendments to hours or salary will need to be made prior to the [payroll deadline](#).

For further information or support please refer to YourHR on the Intranet <https://i.warwickshire.gov.uk/content/access-your-hr/access-your-hr> or contact us via email: hbrandpayroll@warwickshire.gov.uk or phone on 01926 738444.

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