



CRIMINAL SCREENING AND HRMIS QUICK REFERENCE GUIDE

SCREENING STATUS CHECK

Search page in HRMIS to access somebody's Screening Clearance Status

A search page is available in HRMIS allowing site Managers and Administrators to search somebody's Screening Clearance Status (for both new and returning employees) **before** they are commenced, in line with the Department's [Criminal History Screening policy](#). Please note, prospective/new employees do **not** have to have a Department ID number, or already have a profile in HRMIS, for their screening status to be checked.

The search page is found on the Manager Dashboard page in HRMIS under Manager Processing, but can also be accessed from the Main Menu as per:

Main Menu > Manager Home > Screening Status Check

This functionality allows Managers and Administrators to check somebody's Screening Clearance Status **prior** to any attempt to hire or re-hire an individual.

How do I search for somebody's Screening Clearance Status?

- Go to the Screening Status Check search page:
Main Menu > Manager Home > Screening Status Check
- Enter the person's details: First Name; Last Name; Date of Birth
- Select the appropriate Position Type (Teaching OR Non-Teaching)
- Select the Employee Type (New OR Returning)
- Enter the date they are anticipated to commence on-site in the Commencement Date field
- Click the Get Screening Details button

The person's Screening Clearance Status will be returned, as will a comment about whether they can be employed or what action you can take. For former employees and employees who are only employed on a casual basis, the **date they last worked** for the Department will also be displayed.

Favorites | Main Menu > Manager Home > Screening Status Check

First Name	<input type="text"/>	Clear Form
Last Name	<input type="text"/>	
Date of Birth	<input type="text"/>	
Position Type	<input checked="" type="radio"/> Teaching <input type="radio"/> Non Teaching	Employee Type
		<input checked="" type="radio"/> New <input type="radio"/> Returning
Commencement Date	<input type="text"/>	
Get Screening Details		
Screening Number	<input type="text"/>	Clearance Date <input type="text"/>
		Date Last Worked
<input type="text"/>		

What are the possible responses I will receive?

When you undertake a search for somebody's Screening Clearance Status, there are several different messages you may receive, depending on the circumstances. These include:

- A valid SCN and Clearance Date is advised, and a comment that you can commence the person from their clearance date is returned
- No Screening Clearance Number found for this Name and Date of Birth combination
(this may mean the person has not been screened, their National Police History Check is still being processed, or they are a teacher and their criminal record check was processed by the TRB, in which case their details must be entered into the Screening Database by the Screening Unit to generate a valid SCN – refer to comments under Handy Hints section below)
- Duplicate persons identified with this Name and Date of Birth combination
(this may mean that one person appears in the Screening Database twice, and contact must be made with the Screening Unit to investigate this further before a valid SCN is confirmed)
- System is currently unavailable
(this will mean that the Interface between the Screening Database and HRMIS is temporarily not working and the user should try again later)

Auto-population of the Screening Clearance Number

The interface between the Screening Database and HRMIS will automatically populate the Screening Clearance Number into the Electronic Advice, if the person's screening status is **current**. You do not need to manually enter the SCN into the Electronic Advice. This includes new employees, and those returning to the Department (re-hires). If there is a problem encountered with the interface retrieving an SCN, an error message will be returned, similar to error messages displayed in the Search page as outlined above. HRMIS will allow you to 'Save For Later' so you do not lose information already entered into the Electronic Advice. If this is the case, you may need to re-check the details for the person you have entered, or contact the Screening Unit.

HANDY HINTS:

- If you are wishing to use this function to check if a **new** employee has been cleared since submitting their National Police History Check application, you can enter the **current** day's date in the 'Commencement Date' field, and this will advise you if the person's clearance has been finalised as of this current day, and that they can now be employed. If they haven't been cleared, try again each day using this method.
- Please check that the person's name is spelt correctly, e.g. check for hyphens, apostrophes and spaces, check if the person uses their middle name as part of their first name, check to see if the person was screened under a former name (e.g. Maiden name) and check their Date of Birth, and the DOB format is DD/MM/YYYY.
- Teachers who have been recently screened by the TRB may not exist in the Department's Screening Database. If this is the case, the teacher's details will need to be entered into the Screening Database by the Screening Unit to generate a Screening Clearance Number which will provide them with a valid screening clearance status. Please contact the Screening Unit for this to occur. Teachers who have an existing profile in the Screening Database, but have a more recent TRB clearance, should contact the Screening Unit with evidence of their recent clearance.
- Screening Status Check is available through the Department's Portal, and can also be accessed using mobile devices, such as iPads and iPhones.

Contacts

Screening Unit

E: screening@education.wa.edu.au
W: www.education.wa.edu.au/screening
T: 9264 4391

HR Systems Branch

E: HR.System.Support@education.wa.edu.au
W: www.education.wa.edu.au/hrmis
T: 9264 5555