

SINGLE SOURCE RECORDING OF WORKING WITH CHILDREN CHECK CLEARANCES - PEOPLESOFT

PURPOSE

This guide provides information relating to the recording of Working with Children Checks (WWCC) clearances and relevant documentation. The medium to capture this information is the University's ERP system PeopleSoft.

Human Resources is required to hold accurate central records of the following:

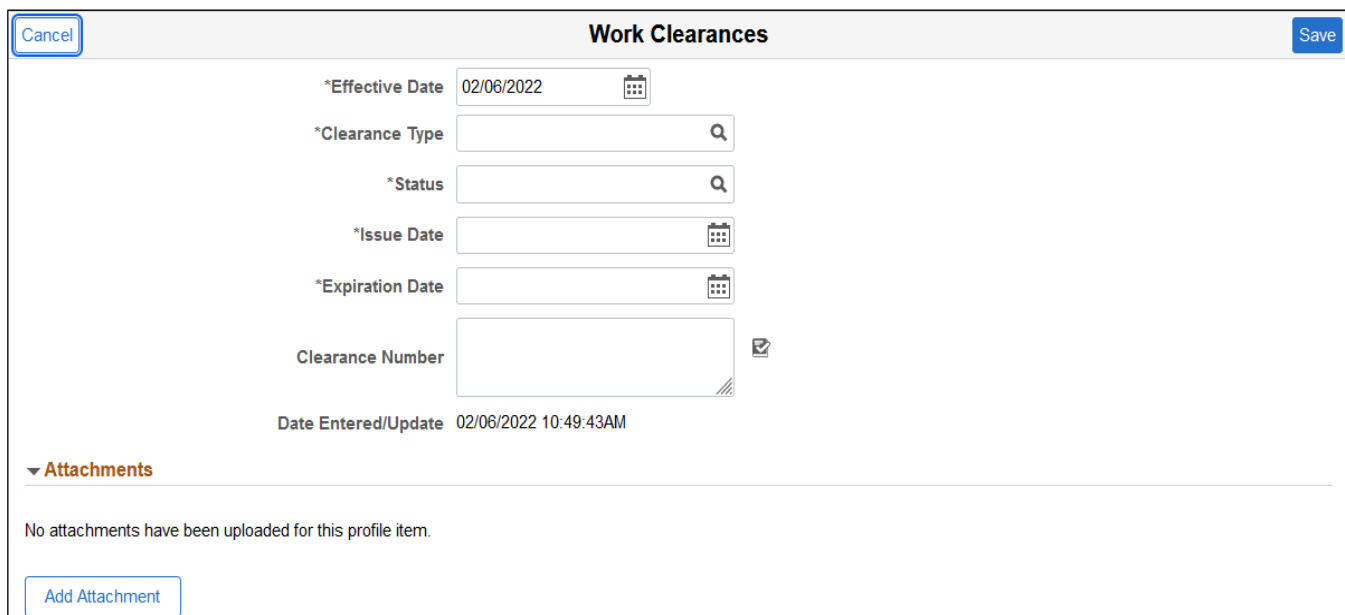
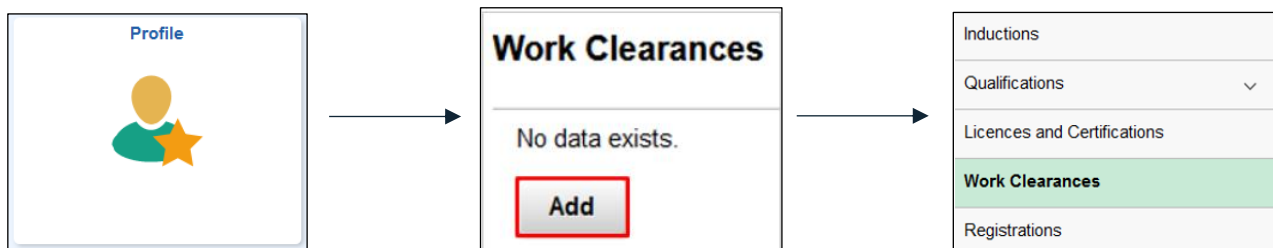
- All fixed term and continuing positions which are registered as 'prescribed'
- All casual engagements which are registered as 'prescribed'
- All Working with Children Checks (*and other clearances*) for staff working in these 'prescribed' positions/engagements

ACTIONS REQUIRED

It is the areas responsibility to make staff aware of this requirement and promote the use and importance of a single source for recording WWCC clearances. If this is not actioned, incomplete central records will result in non-compliance of the Child Safety (Prohibited Persons) Act 2016 (SA) legislation and the University's employment screen procedure.

1. Staff member upload of relevant WWCC documentation

- Log into SSO
- Click on the **Profile** tile
- Navigate to the menu as shown below and select **Work Clearances**
- Click **Add**
- Complete mandatory fields marked with (*), click on the look up icons to select the right option, attach the required documentation and **Save**.



The screenshot shows the 'Work Clearances' form with the following fields and options:

- Effective Date:** 02/06/2022 (with a calendar icon)
- *Clearance Type:** (lookup field with magnifying glass icon)
- *Status:** (lookup field with magnifying glass icon)
- *Issue Date:** (lookup field with calendar icon)
- *Expiration Date:** (lookup field with calendar icon)
- Clearance Number:** (text field with a checkmark icon)
- Date Entered/Update:** 02/06/2022 10:49:43AM
- Attachments:** A section with a dropdown arrow, containing the text 'No attachments have been uploaded for this profile item.' and an 'Add Attachment' button.

Please note, in the Clearance Number box, you are required to include the **Unique ID SRN XXXX-XXXX** number found on your clearance documentation.

The attachment required is the email acknowledgment from DHS including your full name, date of birth and SRN number.

If you have any questions, please contact HR Compliance Project Specialist at matthew.piantadosi@adelaide.edu.au.