

## Home Office Monitoring Requirements – Guidance for Skilled Worker Visa and Temporary Worker – Government Authorised Exchange Visa– Heads of Department

### General Overview

- The University is required to ensure all those undertaking paid work with us have eligibility to work within the UK. This requirement applies regardless of whether the individual is an employee, worker or is paid via the undertaken duties or student payments system.
- The University holds an A-rated licence to sponsor employees under the Skilled Worker visa and Temporary Worker – Government Authorised Exchange visa of the Points Based System of Immigration. We also engage student workers under a Student visa.
- Under the Skilled Worker visa, individuals are sponsored by the University to work in a specific post. In all cases it will be necessary to ensure all individuals being offered a position score the 70 mandatory points under the points based system. Guidance on this will be provided by your HR Team.
- Under the Temporary Worker – Government Authorised Exchange visa, individuals are sponsored by the University to come to the UK for a period of up to 24 months via an approved Government Authorised scheme to share knowledge, experiences and best practice and to experience the social and cultural life in the UK. This category cannot be used to fill job vacancies or to bring unskilled labour to the UK.

### Monitoring Requirements for Skilled Worker visa and Temporary Worker – Government Authorised Exchange visa

The University is required to monitor staff attendance on an ongoing basis and report to the Home Office any sponsored members of staff who fail to commence employment, fail to attend work, resign or have their contract terminated early. It is important that HR are contacted immediately in these circumstances as this will allow the University to comply with its duty to report to the Home Office.

You should ensure that your sponsored member(s) of staff are encouraged to and given adequate time to comply with the University's right to work check by arranging for them to report to the HR Reception before 10am on their first day of employment so that a right to work check can be completed and the necessary documents verified. This includes evidence via the 'Home Office Online Right to Work Check' namely a 'share code', a valid passport and copy of their original qualifications.

- Each department/school is required to have in place a robust process through which the attendance of sponsored Skilled Workers and Temporary Workers - Government Authorised Exchanges (along with all other staff) is effectively monitored. Employing departments/schools must advise HR immediately if a sponsored member of staff is absent from work without permission as this must be reported to the Home Office within 10 working days of the 10th day of absence. Where a member of staff or Sponsored Visiting Researcher is on an agreed period of annual leave and/or has made appropriate contact to advise that they are absent due to illness or similar this does not need to be reported.
- If a staff member or Sponsored Visiting Researcher does not attend work as expected and has not been granted permission for absence by the department/school, efforts should be made by the department/school to contact the staff member or Sponsored Visiting Researcher and establish their whereabouts.

- Staff members and Sponsored Visiting Researchers must be informed of the local procedures for attendance monitoring/reporting by the department/school, highlighting that they must comply with these procedures as a requirement of their visa.
- HR must be advised in a timely manner of any changes or proposed changes to the sponsored migrant's circumstances including: a potential promotion or change in job duties/responsibilities, a change of salary level, a period of maternity, paternity, shared parental or adoption leave, a change of location of work, a proposed extension to contract or a proposed early termination of contract/resignation.
- You should make arrangements (through line managers as appropriate) to ensure that sponsored staff members are advised of the local reporting arrangements for absence, and the individual should be reminded that adherence to these procedures is part of the requirements of their visa.
- You should ensure that a Key Contact is identified within the Department / School with responsibility for monitoring each sponsored individual. Further information on the key contact's responsibilities as well as examples of local monitoring arrangements can be found in the [Guidance Document for Key Contacts](#). Key Contacts are requested to undertake the online training module at least every 2 years to refresh awareness of their role in monitoring attendance.
- If a staff member does not attend work as expected, efforts should be made to contact the staff member and establish their whereabouts.
- HR must be advised in a timely manner of any changes or proposed changes to a sponsored individual's circumstances e.g. a change in job duties/responsibilities, a proposed change in salary level, a period of family leave (maternity, paternity, shared parental or adoption), a change in work location and a proposed early termination of contract or resignation.
- HR must be advised in a timely manner of any changes or proposed changes to Key Contacts. If a key contact can no longer carry out their monitoring role or if they are leaving the University then a new key contact must be identified for the sponsored individual.

#### Other Immigration categories:

- Student visa: if engaging individuals within this category in work it should be noted that they can generally work a maximum of 20 hours per week during term time and full time outwith term-time until their visa expires (dependent on level of study and when work is undertaken). No changes are required to the visa to allow this to happen. It should be noted that PhD students do not have term-times and are limited to 20 hours per week all year round. during the vacation period (dependent on level of study and when the work is undertaken).
- Global Talent: The Global Talent visa allows the most highly skilled and promising individuals to come to the UK without a job offer. This visa caters for recognised global leaders, and the leaders of tomorrow in science, humanities, engineering, the arts (including film, fashion, design and architecture) and digital technology, with an individual's unique skills enriching the UK's knowledge, economy and society. Top Scientists and researchers benefit from a quicker endorsement process as part of a fast track STEM scheme.

*Individuals must check eligibility and/or make applications for Global Talent status directly with the Home Office. The University cannot make an application on their behalf. Further guidance can be found on the UK [Government website](#).*