

Guidance Summary Document: Home Office Issues (Staff)

General Overview

- The University is required to ensure all those undertaking work with us have eligibility to work within the UK. This requirement is regardless of whether the individual is an employee, worker or is paid via the undertaken duties or student payments system.
- The University holds a licence to sponsor employees under the Tier 2 and Tier 5 categories of the Points Based System of Immigration (PBS).

Tier 2 and Tier 5: Individual Responsibilities

- You must maintain up-to-date contact details (UK address, telephone number and mobile number). These can be updated online via the “My Personal Details” option under the HR tab in [Pegasus](#); you should use this facility to update your details as soon as any change occurs.
- You must check your University e-mail account regularly to ensure that you are informed of updates on your employment with the University, including those related to your visa, and that you respond to any queries the University may have in this regard.
- You must make appropriate contact as soon as possible with the Department/School/Directorate if you are ill or have an emergency to confirm the reason for your absence and seek permission as required by normal University procedures. If you are unsure of the absence management reporting arrangements for your area you should confirm these with your line manager. You should be aware that the University is under an obligation to inform the Home Office if you fail to make contact in the event of absence and this could result in your visa being revoked.
- If you take up a post elsewhere or are otherwise resigning from University employment, you must confirm this to your line manager as soon as possible, giving details of your new UK employer where applicable.
- You must advise your line manager and HR if you change to an immigration category that means that the University is no longer required to sponsor you.
- You will be required to attend an annual check meeting with a member of the HR team. This will involve you attending with a copy of your passport and visa documentation. The purpose is to reconfirm your eligibility to work and/or be sponsored by the University, to ensure your contact details are up to date and that you have been achieving satisfactory attendance.

Tier 2 and Tier 5: General

- Under Tier 2, individual migrant workers are sponsored by the University to work in a specific post of a medium to high skill nature. In most cases it will be necessary to satisfy the ‘Resident Labour Market Test’ before appointing a migrant worker to the position. This will ordinarily include public advertising for a period of no less than 28 calendar days.
- Under Tier 5 (Government Authorised Exchange), individual migrants are sponsored by the University as a ‘Sponsored Researcher’ to work with the University for a period of up to 24 months to share knowledge, experiences and best practices and to experience the social and cultural life on the UK. The work the migrant worker undertakes must be supernumerary, i.e. it cannot be a role that the University would otherwise fill.

Further information on these matters is available on the [HR website](#) or from your HR team contact.