

# PBS Recruiting and Monitoring

## Procedure

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# PBS Recruiting and Monitoring Procedure

## Introduction

1. The University is required to consider immigration requirements/implications for all prospective international (non-UK) staff and existing staff. Different obligations and procedures apply dependent on the immigration status of the individual(s) concerned and the nature of employment the University is offering.
2. This is a complex legal area which depends on individual circumstances and is also subject to short notice legislative and Home Office policy changes. This procedure is designed to cover the most common circumstances and to maximise compliance.

## Right to Work in UK

3. Individuals will normally be eligible to work in the UK if they are in one of the following categories:
  - UK or Irish Citizen.
  - A dependent, husband, wife, or civil partner of a UK national or individual who has an existing right to work in the UK and who holds a dependent visa.
  - Possesses Indefinite Leave to Remain or a UK ancestry visa.
  - Possesses a Global Talent visa.
  - An EU, EEA, or Swiss citizen (or a Dependent of) who has pre-settled or settled status under the EU Settlement Scheme.
  - Possesses a Tier 1 (Exceptional Talent) visa (this route is now closed to new applications)
  - Possesses a Student Visa as defined below which entitles them to work up to a maximum of 20 hours per week, dependent on level of study and when the work is undertaken in the academic year.
  - Possesses a Youth Mobility Scheme visa.
  - Possesses a Frontier Work Permit
  - Possesses a Graduate visa.
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4. Eligibility to work in/visit the UK is a condition of employment/formally visiting the University and all new and existing employees, workers and visitors must provide evidence in this regard.
5. If an individual does not have existing eligibility to work in the UK or where the current eligibility is insufficient for the work proposed, an application must be made to the Home Office for permission to work in the UK through the Points Based System (PBS), prior to their employment commencing.
6. The University has an A-rated licence to sponsor employees under the Skilled Worker, Temporary Worker - Government Authorised Exchange visa (GAE).
7. The relevant categories for immigration for the University's purposes are:

**Global Talent:** The Global Talent visa allows the most highly skilled and promising individuals to come and work in the UK. To be eligible, the individual needs to be a leader, potential leader, or promising academic, researcher or specialist working in the fields of:

- Academic or research
- The arts and culture
- Digital technology.

With the Global Talent visa, the individual:

Does not require sponsorship by the University, so can work for any employer.

- Does not need to evidence language or minimum salary requirements.
- Does not need an ATAS certificate to apply for a Global Talent visa.
- Can bring their dependants to the UK with them.
- Can choose how long their visa is for (up to 5 years) and can renew their visa as long as they continue to meet the requirements. Each extension can last from 1 to 5 years.

An individual, may, in certain circumstances, be eligible for settlement (indefinite leave to remain) after 3 years if they're an academic or researcher and have applied under any of the fast-track routes. Please note that only Academic, Research and Knowledge Exchange positions at the University qualify for Global Talent visas. More guidance regarding Global Talent visa is available from HR.

*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](#).*

**Skilled Worker Visa:** A Skilled Worker visa allows individuals to come to or stay in the UK to do an eligible job with an approved employer. To qualify for a Skilled Worker visa individuals must have a confirmed job offer before applying for a visa and must:

- work for a UK employer that's been approved by the Home Office
- have a 'certificate of sponsorship' from their employer with information about the role they have been offered in the UK.
- do a job that's on the list of eligible occupations (see below)
- be paid a minimum salary - how much depends on the type of work they do.
- be able to speak, read, write, and understand English at a minimum level of B1 (details are outlined in section 7 below). Applicants will usually need to prove knowledge of English when they apply.

Individuals are sponsored by the University to work in a specific job of a medium to high skill nature. Jobs are categorised by a 4-digit Standard Occupational Classification (SOC) Code. The SOC code most relevant to the role will be selected by HR and will be detailed within the Certificate of Sponsorship. The full list of eligible occupations can be found on the Government's [Skilled Worker website](#).

There are two categories of Certificate of Sponsorship that the University can assign:

- **Defined**  
Defined Certificates of Sponsorship (COS) are requested on a case-by-case basis from UKVI for individuals based overseas at the point of application.
- **Undefined**  
The University is given an annual allocation of undefined Certificates of Sponsorship (CoS) which are applicable to: existing employees who are looking to extend their stay in the UK in order to continue to work for the University, new and existing employees who are already in the UK and are eligible to switch into the Skilled Worker category; and new and existing employees who currently hold a Tier 2 or Skilled Worker Visa and are either currently working for a different employer; or employed by the University of Strathclyde but are moving to a new role in a different SOC Code.

**Student visa:** Individuals in this category are generally permitted to work up to 20 hours per week during term-time and full-time out with term-time until their visa expires (dependent on level of study and when the 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 set term-times and are limited to 20 hours per week all year round.

**Temporary Worker - Government Authorised Exchange visa (GAE):** This visa has replaced the Tier 5 (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 approved Government Authorised Exchange schemes to share knowledge, experience, and best practice and to experience the social and cultural life of the UK. This category cannot be used to fill job vacancies or to bring unskilled labour to the UK.

## Skilled Worker - Certificates of Sponsorship Procedure

### Recruitment

8. As set out in the University's [Staff Appointment Protocols](#) posts are normally subject to the standard advertising and appointment arrangements.
9. As set out in the [Sponsor Guidance Appendix D: keeping records for sponsorship](#) the University must retain evidence of any recruitment activity undertaken including:
  10. A copy of the job advert, which must include: the job title; the location of the job; the main duties and responsibilities of the job; the skills, qualifications and experience needed for the job; an indication of the salary package or salary range; and the closing date for applications.
  11. Where the vacancy was advertised in a national newspaper or professional journal: a copy of the job advertisement as it appeared in the given medium, clearly showing the title and date of the publication and the closing date for applications.
  12. Where the vacancy was advertised on the internet, including our own website: a screen shot from the website hosting the advertisement, on the day the vacancy is first advertised, which clearly shows all of the following: the name of the website; contents of the advert; the Uniform Resource Locator (URL) (website address); date the vacancy was first advertised (if stated); and closing date for applications.
  13. Where the vacancy has been advertised online through the Jobcentre Plus 'Find a Job' service (or its predecessor, Universal Jobmatch): a screen shot from the relevant government website on the day the vacancy is first advertised which clearly shows all of the following: the logo of the relevant government website hosting the job advertisement; the URL; the contents of the advert; the date the vacancy was first advertised (if stated); the closing date for applications; and any job reference number (if stated).
14. To allow a Skilled Worker Certificate of Sponsorship to be raised the individual must be able to score a minimum of 70 points from the following attributes:

Characteristics	Mandatory/ Tradeable	Points
Offer of job by approved sponsor	Mandatory	20
Job at appropriate skill level (RQF level 3 and above) <sup>1</sup>	Mandatory	20
Speaks English at required level (B1) Evidenced by: <ul style="list-style-type: none"> <li>being a national of a majority English speaking country;</li> <li>having shown you meet the required level in a previous successful immigration application.</li> <li>having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English;</li> <li>having a degree-level academic qualification that was taught in English - if you studied abroad, you will need to apply for confirmation through Ecctis (formerly UK NARIC) that your qualification is equivalent to a UK bachelor's degree, master's degree or PhD;</li> <li>passing a Secure English Language Test (SELT) from an approved provider.</li> </ul>	Mandatory	10
Salary of £30,960 to £34,829 or at least 80% of the going rate for the profession (whichever is higher) <sup>2</sup>	Tradeable	0
Salary of £34,830 to £38,699 or at least 90% of the going rate for the profession (whichever is higher) <sup>2</sup>	Tradeable	10
Salary of £38,700 or above or at least the going rate for the profession (whichever is higher) <sup>2</sup>	Tradeable	20
Job on Immigration Salary List occupation as designated by the Migration Advisory Committee	Tradeable	20
Education qualification: PhD in a subject relevant to the job	Tradeable	10
Education qualification: PhD in a STEM subject relevant to the job	Tradeable	20

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<sup>1</sup> The job which the migrant worker has been offered must be at a minimum skill level equivalent to RQF level 3 as identified by the Standard Occupational Classification (SOC) code published by the Office of National Statistics (ONS) which best represents the job in question. Generally, RQF level 3 would indicate a skill level equivalent to A-Level and equivalent.

<sup>2</sup> The job offer must meet the applicable minimum salary threshold. This is the higher of either: the general salary threshold set by Her Majesty's Government on advice of the independent Migration Advisory Committee at £38,700; or the specific salary requirement for the occupation, known as the "going rate". All applicants will be able to trade characteristics, such as their qualifications, against a lower salary to get the required number of points. If the job offer is less than the minimum salary requirement, but no less than £30,960, an applicant may still be eligible if they have: a job offer in a specific shortage occupation; a PhD relevant to the job; or a PhD in a STEM subject relevant to the job. There are different salary rules for workers in certain health or education jobs, and for "new entrants" at the start of their careers. The "new entrants" rate applies to those switching from the Student or Graduate route to the Skilled Worker route; those under the age of 26 on the date of their application; or those who are working towards recognised professional qualifications or moving directly into postdoctoral positions (for SOC codes 2111, 2112, 2113, 2114: 2119 and 2311 only). For 'new entrants' the salary may be 30% lower than the "going rate", but a salary minimum of £30,960 must always be met. The salary amount is based on gross salary which includes any guaranteed bonuses and any allowances detailed in UKVI guidance.

15. The University recruits to a wide variety of posts at different skill levels and with different specialisms therefore Recruiting Managers should discuss an appropriate recruitment process with their HR Adviser.

## Obtaining the Certificate of Sponsorship

16. Level 1 and Level 2 Users (SMS Users) of the Sponsorship Management System (SMS) within HR are responsible for assigning Certificates of Sponsorship (CoS) for Skilled Worker visas and Temporary Worker - Government Authorised Exchange visas (GAE) via the SMS.
17. An outline of the process that is followed for assigning a Skilled Worker CoS can be found in Appendix A.
18. It should be noted that, even if the University has been given a Skilled Worker Certificate of Sponsorship for the post, there is no guarantee that the candidate will be given a Skilled Worker visa.
19. The University covers the cost of the Skilled Worker Certificate of Sponsorship however the candidate is required to pay the relevant fee when making a visa application and will also be required to submit original documentation to Home Office as part of this application process. If a relocation package has been agreed as part of the recruitment process, it is possible for the candidate to use part of this allowance to cover the fee amount (including dependents). A loan facility is also available to candidates and existing employees to access which can be repaid over a time period of up to 12 months.
20. The candidate's application for permission to enter the UK or permission to stay in the UK is managed between the candidate and the Home Office. The University has no formal role in this application beyond providing the CoS reference. The candidate should however advise the University at the earliest opportunity of the outcome of this application or any delays in the application being processed.
21. On or prior to the first day of employment all new employees are required to report in person to the HR Office and provide evidence of their right to work in the UK. In the case of migrant workers, this includes evidence via the 'Home Office Online Right to Work Check' namely a 'share code' and a copy of their valid passport and original qualifications. The HR Adviser or HR Assistant who meets with the new employee at this time is responsible for updating the HR/Payroll System on the day of receipt, with relevant details taken from documents and for filing copies of these in the individual's employee file. New employees will also be required to provide evidence of their date of entry to the UK, to ensure this coincides with the validity of their entry clearance.

## Extensions

22. Expiry dates of right to work documentation will be recorded on the HR/Payroll System.
23. As part of the process which is used in the management of Fixed Term Contracts, **HR** will advise Heads of Department/Head of Schools of any fixed term contract expiry dates in their area six months in advance of the contract expiry. Reminders are sent four and two months before the expiry of the contract if no response from the Department/School has been received. This includes those fixed term contract expiry dates which correlate with the expiry of the current leave to remain for migrant workers.
24. Three months before the expiry date of the visa, if it is intended that the employee will remain employed by the University after this expiry date, the **HR Adviser** will contact the **Employee** and the Head of Department/School regarding an extension to the visa.

25. The **Employee** should raise the matter with their Head of Department/School (and the HR Adviser) if contact has not been made on the issue by two months prior to the expiry of the visa.
26. The **Line Manager** will raise any required associated paperwork to ensure all supporting evidence is in place to allow the CoS extension to be progressed e.g. in cases where the extension to visa relates to an extension to contract not previously authorised the Authority to Appoint (ATA) should be fully authorised before the request to extend the visa is made.
27. When all supporting processes have been concluded and all relevant documentation is available, the CoS will be raised as outlined in Appendix A.
28. A Skilled Worker extension must be made when the relevant employee is in the UK. If the **Employee** will be undertaking international travel near the expiry date of their visa, they must check that they can return to the UK and make an extension application before the expiry date.
29. If the Employee is offered an extension to their current post providing their CoS is still valid a new CoS will not be required.
30. If the Employee changes position within the University but the post is within the same SOC code and the salary level is at least at the level they are currently employed on or the minimum for the SOC code, a new CoS is not required. Where this is not the case and the post is not on the list of government recognised shortage occupations, a new application must be made, and the requirements set out in paragraph 9 met.
31. The University covers the cost of the Skilled Worker Certificate of Sponsorship extension however the candidate is required to pay the relevant fee when making a visa application and will also be required to submit original documentation to the Home Office as part of this application process. As above, a loan facility is available to assist employees in managing the costs associated with this process.
32. It should be noted that there is no guarantee of a Skilled Worker Certificate of Sponsorship being granted to cover the extension for the post. Even where the CoS is granted, there is no guarantee that the candidate will be given a Skilled Worker visa extension by the Home Office.

## Temporary Worker - Government Authorised Exchange (GAE) visa

33. The GAE route is for individuals who wish to come to the UK through an approved scheme that aims to share knowledge, experience, and best practice. In order for a Temporary Worker - Government Authorised Exchange CoS to be raised, the individual researcher (including academics, researchers, scientists, research engineers and other skilled research technology specialists) must be hosted at the University and fall under the following programme:
  - **Research Programme**  
This scheme allows participants to undertake research programmes and fellowships on a scientific, academic, medical, or government research project at a UK Higher Education Provider or another research institution operating under the approval of a relevant government department. The relevant government department may also offer financial sponsorship for the institution. Approved schemes allow participants to take part for a maximum of 2 years.
34. The University may sponsor a Visitor to come to the UK via this route, subject to the requirements under the University's Visiting Honorary Appointments Guidance ([HR policies and procedures](#)) being met.
35. GAE Workers can bring their family members (dependent partner and dependent children) to the UK, if they meet the relevant immigration requirements for dependants.



36. The researcher may be funded by their host (the University), their overseas employer or an independent UK or non-UK funding body. The researcher cannot be self-funded and must be in receipt of funding which at least meets the [National Minimum Wage](#).
37. The University has an established scheme for research programmes which can be utilised to recruit Sponsored Visiting Researchers.
38. A Sponsored Visiting Researcher cannot be employed to fill an existing job vacancy or where, if the researcher was not sponsored to undertake the work, the work would be undertaken by someone else. The role that they undertake must be supernumerary.
39. An outline of the process that is followed for assigning a Temporary Worker - Government Authorised Exchange CoS can be found in Appendix B.
40. Even where the University has been provided with a Certificate of Sponsorship for the post, there is no guarantee that the candidate will be given a Temporary Worker - Government Authorised Exchange visa.
41. The University covers the cost of the Certificate of Sponsorship however the candidate is required to pay the relevant fee when making a visa application and will also be required to submit original documentation to the Home Office as part of this application process.
42. The candidate's application for permission to enter the UK or permission to stay in the UK is managed between the candidate and the Home Office. The University has no formal role in this application beyond providing the CoS reference. The candidate should however advise the University at the earliest opportunity of the outcome of this application or any delays in the application being processed.
43. On or prior to the first day of their visit all new Sponsored Visiting Researchers are required to report in person to the HR Office and provide evidence of their eligibility to work in the UK. In the case of Sponsored Visiting Researchers, this includes evidence via the 'Home Office Right to Work Check' namely a 'share code' and valid passport. The HR Adviser or HR Assistant who meets with the new Sponsored Visiting Researchers at this time is responsible for updating the HR/Payroll System with relevant details taken from documents and for filing copies of these in the individual's personal file. Sponsored Visiting Researchers will also be required to provide evidence of their date of entry to the UK, to ensure this coincides with the validity of their entry clearance.

## Academic Technology Approval Scheme (ATAS)

44. The [Academic Technology Approval Scheme \(ATAS\)](#) applies to all international students and researchers (apart from [exempt nationalities](#)) who are subject to immigration control and are intending to study\* or research in certain sensitive subjects. The subjects and research areas are those where knowledge could be used in programmes to develop Advanced Conventional Military Technology (ACMT), Weapons of Mass Destruction (WMDs) or their means of delivery. ATAS certificates are issued by the Foreign, Commonwealth and Development Office (FCDO).

\*a postgraduate course but may also apply for undergraduate courses if there is an integrated master's year in it.

45. Researchers applying for a Skilled Worker visa, or a Government Authorised Exchange (GAE) visa may need an ATAS certificate. They will need to apply for, and be granted, an ATAS certificate before applying for a UK visa. Your HR Adviser will advise whether they are to be employed under a standard occupational classification code (SOC) that requires ATAS.
46. You do not need to apply for an ATAS certificate if you are already conducting research in the UK, unless your field of research changes.



47. You may need to apply for an ATAS certificate if you are already conducting research in the UK and you apply for a new visa or apply to extend your current visa.
48. If an ATAS certificate is refused, the University cannot proceed with the offer of employment, extension of employment or sponsored visit (GAE). No other visa route will be considered e.g., Global Talent or dependent visa. In this circumstance advice should be sought from the HR team.

## Monitoring Arrangements

49. Under the Skilled Worker and Temporary Worker - Government Authorised Exchange (GAE) routes, and as an A rated sponsor, it is necessary for the University to monitor sponsored staff members and visitor attendance on an on-going basis and report any sponsored member of staff/visitor who fails to commence employment/their visit with the University, fails to attend work, resigns or has their contract of employment/visit terminated early. A sponsored staff member/visitor in any of these situations must be reported by the University, to the Home Office, through the Sponsor Management System within 10 working days of the start date, resignation date, non-attendance date, or termination date.
50. Sponsored staff members, employing departments/schools, and the Human Resources Team have joint and separate responsibilities to complete the required monitoring of staff set by the Home Office.

## Sponsored Staff & Visitor Responsibilities

46. **Sponsored staff members and visitors** are responsible for the following:
- Maintaining up-to-date contact details either through updating Pegasus, or through direct communication of changes to HR. The Home Office requires that the following details are always kept up to date: UK residential address, UK telephone number and mobile telephone number.
  - Checking their University e-mail account regularly to ensure that they are informed of any updates with respect to their employment/visit with the University, including those related to their visa, and that they can respond promptly to any requests for information or action the University has in this regard.
  - Making appropriate contact with their employing department/school in circumstances of illness or emergencies to clarify the nature of the absence and seek permission as required by normal University procedures. Failure to attend work without such contact/permission will be reported to the Home Office via the Sponsorship Management System.
  - Advising their department/school of any intention to resign from their post and/or take up employment elsewhere in a timely manner, providing details of any future UK employer where applicable.
  - Advising their employing department/school immediately (and at the latest, within 5 days of the change) and HR that they have moved into an immigration category which does not require a sponsor.
  - Applying promptly for further leave to remain where the University has been granted a further certificate to extend the sponsorship period.
  - If a sponsored member of staff is travelling out with the UK, Channel Islands, Isle of Man and Republic of Ireland (the common travel area) they must ensure that they have sufficient clearance to re-enter the UK. Where the leave to remain has been granted for a period of more than six months, this will mean that your leave to remain cannot expire whilst out with the UK. Where the leave to remain has been granted for a period of less than six months, your leave will lapse if you leave the common travel area.

## Department Responsibilities

47. **Employing departments/schools** are responsible for the following:

- As an A-rated sponsor the University is required to monitor the attendance for every sponsored staff member/visitor on an ongoing basis therefore the department/school **must** ensure that every sponsored staff member/visitor has a Key Contact identified and appointed for monitoring purposes. A Key Contact must not be a sponsored staff member themselves.

The key contact is responsible for ensuring that:

- Any new sponsored staff members/visitors who do not commence employment on the agreed start date must be reported by the University to the Home Office within 10 working days of the anticipated start date. Key contacts must advise HR immediately if a sponsored new member of staff/visitor does not attend work as expected in order that the situation can be jointly monitored.
- Each department/school is required to have in place a robust process through which sponsored Skilled Workers and Temporary Workers - Government Authorised Exchanges (GAE) (along with all other staff) are effectively monitored in terms of their attendance. 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 sponsored member of staff or Temporary Worker – Government Authorised Exchange (GAE) 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 sponsored staff member or Temporary Worker – Government Authorised Exchange (GAE) does not attend work as expected and has not been granted permission for absence by the department/school, efforts should be made by the key contact to contact the sponsored staff member or Temporary Worker – Government Authorised Exchange (GAE) and establish their whereabouts.
- Sponsored staff members and Temporary Worker – Government Authorised Exchange (GAE) must be informed of the local procedures for attendance monitoring/reporting by their key contact, 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 staff member'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 period of Ordinary Parental Leave, a change of location of work, a proposed extension to contract or a proposed early termination of contract/resignation.

## HR Responsibilities

48. **HR** are responsible for the following:

- Maintaining a list of all Skilled Worker and Temporary Worker - Government Authorised Exchange (GAE) sponsored staff.
- To share information on an on-going basis (including Home Office updates and changes) with Heads of Department/School to ensure current knowledge and any required amendment to practices.
- Sending regular (usually quarterly) emails to individuals currently sponsored under the Skilled Worker and Temporary Worker - Government Authorised Exchange (GAE) routes to remind them of their obligations and to confirm how updates to contact details should be recorded.

- Sending regular (usually quarterly) emails to Heads of Departments/School which include a list of the staff in their area that are currently subject to Skilled Worker and Temporary Worker - Government Authorised Exchange (GAE) permissions. This email will also include a reminder of the monitoring obligations that apply.
- Undertaking all reporting requirements to the Home Office of any matters of concern or changes of circumstances. Circumstances which are required to be reported to UKVI include:
  - ◆ Reductions to salary with the exception of reductions due to periods of maternity, paternity, shared parental, or adoption leave and unpaid leave of no more than one month.
  - ◆ If the sponsored migrant does not commence employment/their visit on the agreed first day with the University
  - ◆ If the employment contract or visit is terminated earlier than the date of expiry of the CoS e.g. in cases of resignation and dismissal and early conclusion of the visiting period
  - ◆ In cases where the employee wishes to take a total of more than one month's unpaid leave within a calendar year, the University must stop sponsoring the migrant and this must be reported to the Home Office (unless this is for the reason of: statutory maternity leave, paternity leave or parental leave; statutory adoption leave; sick leave; assisting with a national or international humanitarian or environmental crisis, providing the University agreed to the absence for that purpose; or taking part in legally organised industrial action).
  - ◆ In cases where the employee/Sponsored Visiting Researcher has switched immigration categories and no longer requires the University to sponsor them e.g. where they have applied for and been granted indefinite leave to remain.
  - ◆ Promotions or changes in job title or core duties, other than those requiring a change of employment application.
  - ◆ Changes of salary other than those related to annual increments or pay awards and not requiring a change of employment application.
  - ◆ Changes to salary as a result of maternity, paternity or adoption leave or sickness absence lasting one month or more.
  - ◆ Changes to location of work.
  - ◆ Changes which mean the employee will be affected by TUPE regulations.
  - ◆ Unauthorised absence of more than 10 consecutive days. This must be reported within 10 working days after the 10th day of absence.

## Review

49. The HR Home Office Compliance Group (HOCG) meets regularly to review internal processes to ensure all appropriate action is taken to ensure compliance with:
  - ◆ relevant immigration legislation;
  - ◆ Home Office guidance; and
  - ◆ Amendments issued by the Home Office.
50. The HOCG also ensure that University procedures and policies are updated regularly to ensure compliance with any changes to legislation or Home Office regulations or guidance. This Procedure will be reviewed in line with the Policy Review Schedule.

## Appendix A. Process outline for assigning a Skilled Worker CoS

- a. **SMS User** requests additional supporting documentation from candidate (normally relevant qualifications and passport).
- b. **Candidate** provides supporting documentation promptly to allow CoS to be processed.
- c. **SMS User** decides whether a defined or undefined CoS is required.
- d. **SMS User** completes the appropriate Skilled Worker Checklist and compiles supporting documentation.
- e. **SMS User** has Skilled Worker Checklist audited and countersigned by **HR Manager**.
- f. **SMS User** completes required fields via the SMS to allocate the CoS. The CoS can be raised within the 3-month period before the start date of appointment/or 3-month period before the employee's Leave to Remain expiry date (for extensions).
- g. On approval, **SMS User** writes formally to candidate confirming CoS reference and advising them to apply for further leave to remain or leave to enter country.
- h. **SMS User** writes formally to **Line Manager** to confirm their responsibilities as a Key Contact.
- i. **SMS User** passes all information to the **HR Assistant** who adds the case and all relevant information to HR/Payroll System.
- j. If the request is rejected, the **SMS User** should advise the **HR Manager** and a decision made on how the matter should be progressed.
- k. **SMS User** provides **HR Assistant** responsible for compiling personal file the Skilled Worker Checklist and supporting documentation for inclusion on file.
- l. **Candidate** makes application for permission to enter the UK or permission to stay in the UK following receipt of CoS reference. **Candidate** submits the application timeously and prior to the CoS expiry date; in the case of extensions, **Candidate** ensures the application is submitted prior to the expiry of their current leave to remain date.
- m. On or prior to the first day of employment **Candidate** reports in person to the HR Office and provide evidence of their eligibility to work in the UK. In the case of migrant workers, this includes evidence via the 'Home Office Right to Work Check' namely a 'share code' and valid passport. The **HR Adviser** or **HR Assistant** who meets with the new employee at this time is responsible for updating the HR/Payroll System on the day of receipt, with relevant details taken from documents and for filing copies of these in the employee's file. **Candidate** will also be required to provide evidence of their date of entry to the UK, to ensure this coincides with the validity of their entry clearance.
- n. If the leave to remain granted by the Home Office is for a shorter time period than the original contract offer, the **HR Adviser** will issue the **Candidate** with a revised offer of employment confirming continued employment beyond the leave to remain expiry date is dependent on further leave to remain being granted, where this has not already been indicated.

## Appendix B. Process outline for assigning a Temporary Worker - Government Authorised Exchange CoS

- a. **Line Manager** who wishes to sponsor a researcher must complete the relevant request form, including obtaining Head of Department authorisation, and submit to HR with supporting documentation.
- b. **SMS User** requests additional supporting documentation from the **Sponsored Visiting Researcher**.
- c. **Sponsored Visiting Researcher** provides supporting documentation promptly to allow CoS to be processed.
- d. **SMS User** completes Temporary Worker - Government Authorised Exchange CoS Checklist and compiles pack of documentary evidence and other supporting documentation.
- e. **SMS User** has Checklist audited and countersigned by **HR Manager**.
- f. **SMS User** completes required fields via the SMS to allocate the CoS. The CoS can be raised within the 3-month period before the start date of visit/or 3-month period before the **Sponsored Visiting Researcher's** Leave to Remain expiry date (for extensions, where possible)
- g. On approval, **SMS User** writes formally to **Sponsored Visiting Researcher** confirming CoS reference and advising them to apply for further leave to remain or leave to enter the country.
- h. **SMS User** passes all information to the **HR Assistant** for adding the case and all relevant information to the HR/Payroll System.
- i. If the request is rejected, the **SMS User** should advise the **HR Manager** to consider and make a decision on how the matter should be progressed.
- j. **SMS User** provides **HR Assistant** responsible for compiling personal file the Temporary Worker - Government Authorised Exchange CoS Checklist and supporting documentation for inclusion on file.
- k. **Sponsored Visiting Researcher** makes application for permission to enter the UK or permission to stay in the UK following receipt of CoS reference. **Sponsored Visiting Researcher** submits timeously and prior to the CoS expiry date; in the case of extensions, **Sponsored Visiting Researcher** ensures application is submitted prior to the expiry of their current leave to remain date.
- l. On or prior to the first day of their visit the **Sponsored Visiting Researcher** reports in person to the HR Office and provides evidence of their eligibility to work in the UK. In the case of Sponsored Visiting Researchers, this includes evidence via the 'Home Office Right to Work Check' namely a 'share code' and valid passport. The **HR Adviser** or **HR Assistant** who meets with the Sponsored Visiting Researcher at this time is responsible for updating the HR/Payroll System on the day of receipt, with relevant details taken from documents and for filing copies of these in the individual's personal file.