

PBS Recruiting and Monitoring

Procedure

Contents

Overview	1
Skilled Worker - Certificates of Sponsorship Procedure	3
Recruitment	3
Obtaining the Certificate of Sponsorship	5
Extensions	5
Temporary Worker - Government Authorised Exchange visa (T5)	6
Academic Technology Approval Scheme (ATAS)	7
Monitoring Arrangements	8
Sponsored Staff & Visitor Responsibilities	8
Department Responsibilities	9
Human Resources Responsibilities	9
Appendix A. Process outline for assigning a Skilled Worker CoS	11
Appendix B. Process outline for assigning a Temporary Worker - Government Authorised Exchange CoS	12

PBS Recruiting and Monitoring Procedure

Overview

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. It is acknowledged that this is a complex legal area, heavily dependent on individual circumstances and subject to short notice legislative and Home Office policy changes. Consequently, this procedure is designed to cover the most common circumstances and to maximise compliance.
3. Individuals will normally be eligible to work in the UK if they are in one of the following categories:
 - A legal national of the 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. (The deadline for applying is 30 June 2021. You must have started living in the UK by 31 December 2020).
 - Possesses a Tier 1 (Exceptional Talent) visa (this route is now closed to new applications)
 - Possesses a Tier 4/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 Tier 4 Doctoral Extension Scheme (DES) visa
 - Possesses a Youth Mobility Scheme visa
 - Possesses a Frontier Work Permit
 - Possesses a Graduate visa (opens Summer 2021)

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 have an obligation to provide evidence in this regard.

4. Where there is no 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 of Immigration (PBS), prior to employment commencing.
5. 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 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 individuals' 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](#).

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. This visa has replaced the Tier 2 (General) work visa. 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: This Visa has replaced the Tier 4 Visa. Individuals in this category are generally permitted to work up to 20 hours per week during term-time and full-time outwith 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 (T5): 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.

6. The University has an A-rated licence to sponsor employees under the Skilled Worker and Temporary Worker - Government Authorised Exchange visa (T5) routes.

Skilled Worker - Certificates of Sponsorship Procedure

Recruitment

7. As detailed within the University's [Staff Appointment Protocols](#) posts are normally subject to the standard advertising and appointment arrangements.
8. As per [Sponsor Guidance Appendix D: keeping records for sponsorship](#) the University must retain evidence of any recruitment activity undertaken including:
 - 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.
 - 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.
 - 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.
 - 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).
9. In order for 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) ¹	Mandatory	20
Speaks English at required level (BI) Evidenced by: <ul style="list-style-type: none"> • being a national of a majority English speaking country; • having shown you meet the required level in a previous successful immigration application; • having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English; • having a degree-level academic qualification that was taught in English - if you studied abroad, you will need to apply for confirmation through UK NARIC that your qualification is equivalent to a UK bachelor's degree, master's degree or PhD; • passing a Secure English Language Test (SELT) from an approved provider. 	Mandatory	10
Salary of £20,480 to £23,039 or at least 80% of the going rate for the profession (whichever is higher) ²	Tradeable	0
Salary of £23,040 to £25,599 or at least 90% of the going rate for the profession (whichever is higher) ²	Tradeable	10
Salary of £25,600 or above or at least the going rate for the profession (whichever is higher) ²	Tradeable	20
Job in a shortage 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

¹ 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.

² 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 £25,600; 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 £20,480, 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 £20,480 must always be met. The salary amount is based on gross salary which includes any guaranteed bonuses and any allowances detailed in UKVI guidance. Some historical rules apply in cases where the migrant worker has previously been granted leave prior to 24 November 2016.

10. 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 (or equivalent HR recruitment lead).

Obtaining the Certificate of Sponsorship

11. 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 (T5) via the SMS.
12. An outline of the process that is followed for assigning a Skilled Worker CoS can be found in Appendix A.
13. 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.
14. 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.
15. 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.
16. 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 eligibility to work in the UK³. In the case of migrant workers, this includes a certified copy of the biometric residence permit issued by UKVI. 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 personal file.

Extensions

17. Expiry dates of right to work documentation will be recorded on the HR/Payroll System.
18. As part of the process which is used in the management of Fixed Term Contracts, **HR** will advise Heads of Department/School 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 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.
19. 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 the extension to the visa.

³ As a result of COVID-19, the HR Directorate is currently working remotely and all Right to Work checks are being conducted remotely. In-person checks will be conducted via personal invitation to attend the HR Office, when the HR Office re-opens.

20. 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.
21. 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.
22. When all supporting processes have been concluded and all relevant documentation is available, the CoS will be raised as outlined in Appendix A.
23. 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 for their visa they must check that they can return to the UK and make an extension application before the expiry date.
24. If the Employee obtains a different post with 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.
25. 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.
26. 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, and 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 visa (T5)

27. The GAE route is for people 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.
28. The University may sponsor a Visitor to come to the UK via this route, subject to the requirements under the University's [Guidance on Visiting/Honorary Appointments](#) being met.
29. GAE Workers can bring their family members (dependent partner and dependent children) to the UK, if they meet the relevant immigration requirements for dependants

30. 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](#).
31. The University has an established scheme for research programmes which can be utilised to recruit Sponsored Visiting Researchers.
32. 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.
33. An outline of the process that is followed for assigning a Temporary Worker - Government Authorised Exchange CoS can be found in Appendix B.
34. It should be noted that, even if the University has been given a Certificate of Sponsorship for the post, there is no guarantee that the candidate will be given a Temporary Worker - Government Authorised Exchange visa.
35. 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.
36. 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.
37. 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 UK⁴. In the case of Sponsored Visiting Researchers, this includes a certified copy of the biometric residence permit issued by the Home Office. 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.

Academic Technology Approval Scheme (ATAS)

38. ATAS seeks to prevent the transfer of information, knowledge or technology which could develop, advance or support an Advanced Conventional Military Technology (ACMT) and Weapon of Mass Destruction (WMD) programme or their means of delivery.
39. The University is aware that some staff (normally Marie Skłodowska-Curie early career researchers) may undertake a course of study as part of their role and some Sponsored Visiting Researchers may visit the University to participate in research directly linked to an overseas postgraduate qualification.

⁴ As a result of COVID-19, the HR Directorate is currently working remotely and all Right to Work checks are being conducted remotely. In-person checks will be conducted via personal invitation to attend the HR Office, when the HR Office re-opens.

Staff and Sponsored Visiting Researchers intending to study/or studying towards a discipline listed in [Appendix ATAS to the Immigration Rules](#), when not a national of an exempt country (EU countries, the European Economic Area (EEA), Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America), and where there they are 18 years of age or over, must obtain an Academic Technology Approval Scheme (ATAS) clearance certificate from the Counter-Proliferation Department of the Foreign, Commonwealth and Development Office before starting the relevant course or commencing their visit.

Monitoring Arrangements

40. Under the Skilled Worker and Temporary Worker - Government Authorised Exchange (T5) routes of the PBS, and as an A rated sponsor, it is necessary for the University to monitor staff 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 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.
41. **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

42. **Sponsored staff and visitors** are responsible for the following:
 - Maintaining up-to-date contact details either through updating the HR information system (HRIS), or through direct communication of any changes to HR. The Home Office requires that the following details are kept up to date at all times: 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 migrant worker is travelling outwith 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 outwith 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

43. Employing departments/schools are responsible for the following:

- 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. Departments/schools 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 (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 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 period of Ordinary Parental Leave, a change of location of work, a proposed extension to contract or a proposed early termination of contract/resignation.

Human Resources Responsibilities

44. Human Resources are responsible for the following:

- A list of all Skilled Worker and Temporary Worker - Government Authorised Exchange (T5) sponsored migrants is maintained by the team.
- On an on-going basis, information including Home Office updates and changes are shared with Heads of Department/School to ensure current knowledge and any required amendment to practices.
- The HR team will regularly (usually quarterly) email individuals currently sponsored under the Skilled Worker and Temporary Worker - Government Authorised Exchange (T5) routes to remind them of their obligations and to confirm how updates to contact details should be recorded.
 - The HR team will regularly (usually quarterly) send Heads of Departments/School a list of the staff in their area that are currently subject to Skilled Worker and Temporary Worker - Government Authorised Exchange (T5) permissions, including a reminder of the monitoring obligations that apply.
- The HR team will undertake 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.

A Human Resources Home Office Compliance Group meets monthly to review internal processes to ensure all appropriate action is being taken to ensure compliance with relevant legislation and guidance and that any amendments issued by the Home Office are disseminated including changes to procedures where necessary.

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 needed
- d. **SMS User** completes the appropriate Skilled Worker Checklist and compiles pack of 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** passes all information to the **HR Assistant** who adds the case and all relevant information to HR/Payroll System
- i. If the request is rejected, the **SMS User** should advise the **HR Manager** and a decision made on how the matter should be progressed
- j. **SMS User** provides **HR Assistant** responsible for compiling personal file the Skilled Worker Checklist and supporting documentation for inclusion on file
- k. **Candidate** makes application for permission to enter the UK or permission to stay in the UK following receipt of CoS reference. **Candidate** submits timeously and prior to the CoS expiry date; in the case of extensions, **Candidate** ensures application is submitted prior to the expiry of their current leave to remain date
- l. 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 UK⁵. In the case of migrant workers, this includes a certified copy of the biometric residence permit issued by UKVI. 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 personal file.
- m. 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.

⁵ As a result of COVID-19, the HR Directorate is currently working remotely and all Right to Work checks are being conducted remotely. In-person checks will be conducted via personal invitation to attend the HR Office, when the HR Office re-opens.

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 enable a decision to be made as to 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

- I. 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 UK⁶. In the case of Sponsored Visiting Researchers, this includes a certified copy of the biometric residence permit issued by UKVI. 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.

⁶ As a result of COVID-19, the HR Directorate is currently working remotely and all Right to Work checks are being conducted remotely. In-person checks will be conducted via personal invitation to attend the HR Office, when the HR Office re-opens.