

Establishing the Right to Work in the UK

Guidance for Undertaken Duty Claims

1: Work Requestor

The University is legally required to copy and retain documentation that provides proof of a person's Right to Work in the UK before work is offered.

Claims for payment through the Undertaken Duty route will only be processed if evidence of this right is recorded.

The work requestor must satisfy themselves before asking anyone to undertake work that the worker has the right to work in the UK. This is typically achieved by asking to see the worker's passport which should prove they have the right to work in the UK (e.g. a UK Citizen, a citizen of an EEA country with no work restrictions) or they have time limited right to work in the UK. If you have any doubts regarding this or the authenticity of the documents you must refer them to the HR department (ext 4476 or humanresources@strath.ac.uk)

Only accept original documents.

Details of other combinations of documents that can be used are provided on the HR Website at <http://www.strath.ac.uk/hr/right2work/>

2: Work Requestor/Administrator

You must take all reasonable steps to check that the document is genuine and to satisfy yourself that the employee is the person named in the document, and to check that the documents allow them to do the work in question.

For each document presented, you should:

- check any photographs are consistent with the appearance of the employee
- check that the document is in date, i.e. if it has not expired
- satisfy yourself that the documents are genuine, have not been tampered with and belong to the holder
- if the worker gives you two documents which have different names, ask them for a further document to explain the reason for this.
- The further document could for example be a marriage certificate or a divorce decree absolute, a deed poll or statutory declaration.

3: Work Requestor/Administrator

Photocopy the relevant pages of the document. In the case of a passport or other travel document, the following parts must be photocopied:

- any page containing the holder's personal details. In particular, any page that provides details of nationality, their photograph, date of birth, signature, date of expiry or biometric details
- any page containing UK Government endorsements indicating that the holder has a current right to work in the UK.

Other documents should be copied in their entirety, e.g. both sides of a Biometric Residence Permit.

You must write across the image in each copy the words "Verified as a copy of the original document" then sign and date it.

4 Administrator

Either

1. Scan and attach the Right to Work evidence to the electronic claim, recording the appropriate information, the document type and its expiry; or
2. Send the paper copy to Human Resources.

If attaching a scanned electronic copy of verified documentation, claim processing will not be delayed. HR will quality assure the documentation being uploaded.

If sent in as a paper copy, the claim will not be processed until the copy arrives and the details are entered into the system.

Documentation Previously Submitted

Documentation submitted previously in the 12 months prior to a current claim will be used if the document or the Right to Work has not expired. If either has expired fresh documentation is required.

Retaining evidence of right to work checks will assist the University's statutory defence, where audited by the Home Office.

European Economic Area (EEA)*

Nationals of a country in the European Economic Area (EEA) or from Switzerland have the right to work and live in the UK.

The majority of European Economic Area (EEA) countries have no restrictions on entering the UK market. A few do though.

No restrictions

Austria	Latvia
Belgium	Liechtenstein
Bulgaria	Lithuania
Croatia	Luxembourg
Republic of Cyprus	Malta
Czech Republic	Netherlands
Denmark	Norway
Estonia	Poland
Finland	Portugal
France	Romania
Germany	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Switzerland
Italy	UK