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1. **Right to Work (RTW) introduction**

The University of Southampton has a legal obligation to:

- Ensure all prospective staff have a right to work check in place **before** their first day of work. Good practice is to have this check in place 1 week before their work start date.

- Undertake follow up checks prior to the expiry of right to work for individuals with time-limited leave to enter or remain in the UK.

Failure to check RTW breaches Home Office guidance and could result in a civil penalty if the University is found to be employing an illegal worker. The University risks losing our licence to sponsor anyone requiring a visa including staff and students.

Manual RTW checks can be undertaken by any University member of staff to achieve the University’s statutory excuse. Faculties/Professional Services (PSG) are guided to perform the standard manual check detailed below.
2. **Impact of Brexit for EU nationals**

From 1 July 2021 **new** starters from EU, EEA or Switzerland are asked for evidence that they have the right to work in the UK. EU, EEA or Swiss nationals can no longer evidence their right to work using their passport or national ID card. The right to work can be in the form of EU Pre-settled/Settled status, European Temporary Leave to Remain or under another visa route (e.g. Skilled Worker visa or Global Talent).

The Government do not require retrospective checks for employees appointed on or before 30 June 2021 (i.e. EU, EEA, Swiss citizens who evidenced their right to work with their passport or national identity card on or before 30 June 2021 will NOT be asked for any further evidence of their continued right to work in the UK).

3. **Right to Work Steps: Manual check**

This check can be undertaken by any University of Southampton staff member on behalf of the University. The Home Office [Right to Work Checklist](#) guides you through the following 3-step process:

3.1 **Step 1: Obtain**

You must obtain **original** documents. Details of acceptable RTW documents are available in the Home Office '[an Employer's Guide to RTW checks](#)'.

3.2 **Step 2: Check**

Check the documents are genuine and the person presenting them is:

- the prospective member of staff
- the rightful holder and
- allowed to do the type of work you are offering.

Within the documents offered you must check:
• Photographs and dates of birth are consistent across documents and with the person’s appearance to detect impersonation.
• Expiry dates for permission to be in the UK have not passed.
• Endorsements showing RTW must be in a current passport - a visa in an expired passport is not a permitted RTW document.
• Ensure you understand any work restrictions and that the work to be performed falls within the timeline and the restrictions stated. UniWorkforce Casual Worker Permit explains this information for casual workers.
• Be satisfied the documents are genuine, have not been tampered with and belong to the holder. Expert knowledge is not expected, only a common-sense approach to check it looks and feels genuine (e.g. the photo has not been tampered with, the document is not falling apart).
• If differences in names exist across documents the holder must provide evidence which explains this (e.g. original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be seen, in their original format, and a copy retained.

Student Visa holders have restrictions on how many hours they can work during ‘term-time’ (the definition of term time depends upon their programme of study). Refer to Student Services’ Visa and immigration page for more information.

3.3 Step 3: Copy and verification

Retain a copy of each document accepted as part of the RTW check ensure:

• Each copy captures the whole page/document (no edges/text removed or distorted). If using a photocopier place original in centre of screen to ensure copy has no edges cut off.
• Take colour copies whenever possible.

Each page copied must have the following stated on it:

• Original seen
• Date (of check) plus statement of “The date on which this right to work check was made [INSERT DATE – DD/MM/YYYY]”
• Printed Name (of UoS employee undertaking check on behalf of UoS)
• Signature (of UoS employee undertaking check on behalf of UoS)

Documents include
• **Passport** any page with:
  - the document expiry date
  - the holder’s nationality
  - date of birth
  - signature
  - leave expiry date
  - biometric details
  - photograph
  - ‘Observation’ page(s): Observation page location is different in each passport type, referenced in photo page for US and Canadian, otherwise often located near the photo page.
  - any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa and entry stamp) and undertake the work in question.
    - Examples are: visa and entry stamp; vignette (similar to visa but short duration for initial entry into UK); leave to remain stamps/stickers inside the passport
  - Note the passport front cover **does not** need to be copied

• **All other documents** - in full, always copy and retain both sides e.g.:
  - Biometric Residence Permit
  - EU/EEA National Identity card

4. **Alternative RTW check options**

If the individual is unable to attend the University, meet at a mutually convenient place or wishes to share their status using the Home Office online right to work service, contact Ask HR (AskHR@soton.ac.uk) for advice and assistance.

4.1 **Online RTW check**

The online RTW check can be used to check right to work for the following:

• A biometric residence permit
• A biometric residence card
• Status issued under the EU Settlement Scheme
• Status issued under the points-based immigration system
• British National Overseas (BNO) visa
• Frontier workers permit

This check must be undertaken by a member of HR at the University of Southampton.

This method requires the individual to:
• Provide a share code
• Provide their date of birth
• Present themselves to HR or undertake a video call to verify the online photo check

Where an online RTW check cannot be completed, a manual check will be required.

4.2 Live video link RTW check
This route is available in exceptional circumstances (where the physical presence of the candidate is not possible on or before their first day of work). It requires the candidate to:

• Send their original RTW documents to the UoS member of staff (by secure postage) undertaking the check.
• Undertake a video call as part of the check.

Please contact AskHR@soton.ac.uk to explore this route which is used in exceptional circumstances only if a manual RTW check is not an option.

5. Follow-up checks – by HR
Follow-up checks are conducted prior to the expiry of right to work, only for individuals with time-limited leave to enter or remain in the UK, where work is expected to continue beyond the visa expiry date.

The follow-up checks are conducted by HR three months prior to the current visa expiry.

The individual and/or their line manager will be contacted by HR as part of this essential check. If work beyond the current visa expiry date is planned HR will be able to guide the individual on the essential steps and repeat RTW checks required.

6. Acceptable RTW documents
You may wish to use the Home Office Right to Work Checklist which guides you through the following:

6.1 For UK nationals and Irish nationals
Either:

• A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen, Irish citizen or a citizen of the UK and Colonies having the right of abode in the UK.

Or two documents:
• A birth or adoption certificate issued in the UK, **together with**
• An official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer e.g. P60.

6.2 **International staff**

Documents will differ depending on the individual migrant worker’s circumstances. The worker may be provided with a vignette, Biometric Residence Permit (BRP) or have digital immigration status.

If the worker does not have a separate BRP, the visa or stamp indicating the individual’s right to work/leave to remain/right to abode must be located within an unexpired passport or travel document.

Alternatively, an online right to work check should be conducted if the permission can be verified in this way or where an individual holds a digital right to work status (only HR can conduct this check). Documents may include some, or all, of the following:

• Current passport (see 3.3, above, for guidance on specific pages required)
• Entry visa/vignette (where applicable)
• Current visa page in current/unexpired passport (if present) must be copied
• Biometric Residence Permit (BRP) card if held - both sides must be copied.

**EU Settlement Scheme:**

EU, EEA or Swiss nationals with status under the EUSS either with settled or pre-settled status can prove their right to work using the Home Office online system.

If an EU, EEA or Swiss national has applied under the EUSS by 30 June 2021 and they have not received an outcome yet, they may be able to work.

Only HR staff can conduct the right to work checks for status granted or outstanding applications under the EUSS. Please contact Ask HR in these scenarios.

6.3 **Difference between Leave to Enter/Leave to Remain**

In terms of a person’s right to work, there is no difference between ‘leave to enter’ and ‘leave to remain’ stated in the BRP card. The ‘enter’ or ‘remain’ refers to whether the person was ‘out’ or ‘in’ the UK (respectively) at time of BRP issue.

6.4 **BRP, Vignette and digital immigration status explained**

**Visa** is a general term used to describe the endorsement someone carries detailing their right to enter, leave or stay for a specified period of time in a country. The visa can be a sticker in the (current) passport or a BRP card.
Vignette is a sticker placed in the holder’s passport following a successful entry clearance application. The Vignette is used to enter the UK, once in the UK the holder will collect their BRP which will detail their longer-term visa permissions.

Digital immigration status is where an individual is not provided with a BRP card or vignette but instead, has a UKVI immigration account where they can view and share their right to work status with employers. If an individual has digital immigration status, the right to work check must be conducted via the Home Office online right to work check service. Only HR staff are able to conduct this check.

7. Unacceptable RTW documents

7.1 Application Registration Card (ARC) card

Work cannot commence on an ARC card. Additional checks must be undertaken before work can start.

Issued to identify asylum claimants, this is not a right to work document even if it states ‘work permitted’, new version looks like a BRP card.

HR must undertake checks via the Home Office. Where an ARC card is presented as evidence of RTW liaise with AskHR@soton.ac.uk so that HR can do a Home Office check, via the Employer Checking Service (ECS), to establish RTW.

Once HR receive a Home Office response the manager and candidate will be guided on the outcome. If a positive outcome is received and work is permitted any restrictions will be explained. The candidate will only then be permitted to start work in the role abiding by any restrictions stated.

7.2 Visa in expired passport

The Home Office requires ‘A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question’.

If the visa (sticker) is in an expired passport this does not demonstrate the right to work for a new employer.

The individual must apply to the Home Office to transfer their old visa into their new passport (guidance https://www.gov.uk/transfer-visa). Except UoS current students who should contact Visa and Immigration Student Advice Service for guidance on transfer of visas to a new passport.

Once the individual has submitted the application to transfer their visa to their current passport, they must advise their HR contact regarding work (Recruitment or UWF). HR will undertake an Employer Checking Service (ECS) check to verify their
RTW approximately 14 calendar days after the application submission date. **Work cannot commence until these additional checks have been undertaken.**

Once HR receive an ECS check response from the Home Office the manager and candidate will be guided on the outcome. If a positive outcome is received, and work is permitted, any restrictions will be explained. The candidate will only then be able to start work abiding by any restrictions stated.

### 7.3 EEA family permits

EEA family permits are not valid after 30 June 2021, even if there is time left on the permit. Individuals can no longer apply for an EEA family permit.

Individuals may be able to get an EU Settlement Scheme family permit. Please see [https://www.gov.uk/family-permit](https://www.gov.uk/family-permit) for further information.

### 8. Useful links

- An Employers’ Guide to Right to Work checks
- Right to Work Checklist
9. Appendix A – Acceptable RTW documents

9.1 Biometric Residence Permit – points of note

Design of a Biometric Residence Permit

1. Holder’s photograph
2. Holder’s name
3. Valid until – the date the permit expires. This date is at the end of the time the holder is allowed to stay; or five or 10 years if the holder has been given permission to settle in the UK (known as indefinite leave to remain)
4. Place and date of issue – the place is followed by the date the permit was issued
5. Type of permit – this is the immigration category the holder is in (for example, STUDENT)
6. Remarks – these are the immigration entitlements for the length of the holder’s stay, and may continue on the back of the permit
7. ZU1234567 – unique permit number
8. Holder’s signature
9. Biometric chip
10. Holder’s gender
11. Holder’s date and place of birth
12. Holder’s nationality
13. Remarks – this is a continuation of immigration entitlements for the length of time of the holder’s stay (see 6 above) and may contain the NINO
14. Machine readable zone (MRZ) – this area allows information printed on the permit to be read quickly by machine
9.2 Examples of RTW with no restrictions

9.3 Examples of RTW with restrictions

Seek guidance from your HR contact if you are not confident of the restrictions and how they impact on the work you plan e.g.:

**Skilled Worker (previously Tier 2) and Temporary Worker (Tier 5):** The organisation sponsoring the Skilled Worker/Tier 2 or Temporary Worker/Tier 5 visa holder can guide the individual on their restrictions. The University may be the sponsor (i.e. the individual’s main job in the UK, for which the visa was arranged).

Any additional ‘supplementary’ work outside of the sponsored role is restricted and must be checked and verified as permitted before any work starts. Contact AskHR@soton.ac.uk for guidance in the first instance or raise with your HR contact (who you are liaising with regarding the appointment / work) to ensure essential checks are undertaken in a timely manner. Checks can take 2 to 3 weeks.

No supplementary work can commence until checks are completed; your HR contact will explain the restrictions.

**Student Visa:** Students have restrictions on how many hours they can work during ‘Term Time’. The definition of ‘Term Time’ is dependent upon level of study and time of year. Details can be found on the Student Services Visa and immigration page
In terms of a person’s right to work, there is no difference between ‘leave to remain’ and ‘leave to enter’ stated in the above BRP cards. The ‘remain’ or ‘enter’ refers to whether the person was ‘in’ or ‘out’ of the UK (respectively) at time of BRP issue.

9.4 Visa in a current passport:
9.5 Vignette in a current passport

Note span of validity: Vignettes (in current passport) provide initial entry clearance to the UK. Normally these are only valid for one month. Work is not permitted outside the valid to/from dates stated. Once in the UK the individual is expected to collect their BRP card which will detail their on-going visa permissions.

10. Appendix B – Unacceptable documents

10.1 Vignettes held in an EXPIRED passport:

Any vignette must be in a current passport to evidence RTW. The vignette may be in date and allow travel but does not evidence RTW, according to Home Office guidance.

10.2 Application Registration Card (ARC)

May indicate ‘work permitted/restricted’ but MUST NOT WORK until further checks have been undertaken with the Home Office.

Old ARC style:
New ARC style:

NB: First line of card states ‘Application Registration Card’ (ARC).

A BRP card has a different title. The ARC is not a valid RTW document.
11. **Appendix C – Visa types and restrictions**

The UK issues different visa types depending upon the individual’s reason for being in the UK. In each instance the work restrictions differ and the associated checks and risks to the individual and the University differ also.

In all instances a RTW check must be undertaken prior to work starting.

This is a general overview for guidance only to explain what checks are completed and why for each visa type. The individual’s visa restrictions will always take precedence over the general guidance, always consult with your HR contact if you are in any doubt.

<table>
<thead>
<tr>
<th>Visa Category</th>
<th>General Description</th>
<th>Responsibilities of the University</th>
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<tbody>
<tr>
<td><strong>Global Talent Visa (previously Tier 1)</strong></td>
<td>Not a sponsored visa. The candidate applied for and received their own visa.</td>
<td>RTW check must be done before work starts to ensure visa permits the type of work proposed.</td>
</tr>
<tr>
<td><strong>Exceptional Talent/ Exceptional Promise</strong></td>
<td>There are strict, and specific, entry criteria the candidate had to meet to enter and must maintain throughout stay in UK. Visa permits work but restrictions can apply detailed on the visa e.g. no doctor or dentist in training, no working as a professional sportsperson or coach, restrictions to public funds. The visa normally allows the person to be employed, self-employed, change jobs, undertake voluntary work and travel abroad.</td>
<td>Restrictions to work can apply. The University has no sponsorship responsibilities except ensuring legal ability to undertake planned role (via RTW check).</td>
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<tr>
<td>Visa Category</td>
<td>General Description</td>
<td>Responsibilities of the University</td>
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<tr>
<td><strong>Skilled Worker / Tier 2</strong></td>
<td><strong>Sponsored by the University of Southampton</strong></td>
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<tr>
<td>UoS, Human Resources, is the sponsor for primary employment.</td>
<td>RTW check must be undertaken prior to starting work in sponsored role.</td>
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<tr>
<td>There are strict, and specific, entry criteria the employer and candidate had to meet to enter and must maintain throughout stay in UK.</td>
<td>RTW check must be undertaken again before each proposed ‘supplementary’ role starts to ensure permitted within visa restrictions.</td>
<td></td>
</tr>
<tr>
<td>Visa permits work and restrictions may apply. The individual visa must be referred to for specific restrictions.</td>
<td>The individual must have a Casual Worker Permit (issued by UniWorkforce) before any supplementary work starts.</td>
<td></td>
</tr>
<tr>
<td>The individual cannot change job role or employer without receiving new sponsorship and new Skilled Worker visa.</td>
<td>All supplementary work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa.</td>
<td></td>
</tr>
<tr>
<td>Supplementary (additional) work outside of primary/sponsored role is restricted and must be checked before work starts to ensure it adheres to the specific job type and visa restrictions for that person. Checks before each new supplementary work role are essential.</td>
<td>As Visa Sponsor for the primary work role the University must ensure UKVI compliance and report any changes or absences to UKVI.</td>
<td></td>
</tr>
<tr>
<td>Supplementary work is normally limited to a maximum 20 hours per week (total) – as stated on the visa.</td>
<td>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS and possible loss of sponsorship licence.</td>
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<tr>
<td><strong>Skilled Worker / Tier 2</strong></td>
<td><strong>Sponsored by another organisation</strong></td>
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<tr>
<td>This is a sponsored visa. Another employer is the sponsor for the ‘primary employment’.</td>
<td>RTW check must be undertaken before each proposed ‘supplementary’ role starts to ensure permitted within visa restrictions.</td>
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<tr>
<td>Supplementary (additional) work outside of primary/sponsored role is restricted and must be checked before work starts to ensure it adheres to the candidate’s specific</td>
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<tr>
<td>Visa Category</td>
<td><em>job type and visa restrictions. Checks include contact with the primary employer. Checks before each new supplementary work role are essential. Supplementary work is normally limited to a maximum 20 hours per week (total) – as stated on the visa. There are strict, and specific, entry criteria the candidate had to meet to enter AND must maintain throughout stay in UK. The individual cannot change job role or employer without receiving new sponsorship and a new Tier 2 visa.</em></td>
<td><em>The individual must be in possession of a Casual Worker Permit (issued by UniWorkforce) before work starts. All work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa. As the primary sponsorship may change UniWorkforce undertake regular checks to ensure ongoing UKVI compliance for the supplementary work role. Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS.</em></td>
</tr>
<tr>
<td>Student Visa, including Tier 4 (General), Sponsored by the University of Southampton</td>
<td><em>Sponsored by UoS Student Services, visa to permit study in the UK. There are strict, and specific, entry criteria the University and candidate had to meet to enter and must maintain throughout stay in UK. Visa permits limited work with restrictions. The individual visa must be referred to for specific restrictions. Work restrictions (often a maximum 20 hours per week but may be 10 hours per week or less) apply ‘term time’. ‘Term time’ definition differs depending upon the programme of study (i.e. Undergraduate, Postgraduate Taught or Postgraduate Research).</em></td>
<td><em>RTW check must be undertaken prior to starting work to ensure visa permits the type of work proposed. The individual may be in permanent (but not full time permanent) and/or casual employment at the University. If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts. All casual work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa. If the individual’s study changes their RTW will change and must be checked.</em></td>
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<tr>
<td>Visa Category</td>
<td>General Description</td>
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<td>R_TW_check must be undertaken prior to starting work to ensure visa permits the type of work proposed.</td>
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<td>Visa Category</td>
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<td>The University has no sponsorship responsibilities.</td>
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<tr>
<td>Visa Category</td>
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<td>The individual may be in permanent or casual employment at the University.</td>
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<tr>
<td>Visa Category</td>
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<td>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</td>
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<tr>
<td>Visa Category</td>
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<td>All casual work must be submitted for payment via UniWorkforce timesheet.</td>
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<td>Visa Category</td>
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<td>RTW check must be undertaken prior to starting work in each supplementary role.</td>
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<td>Visa Category</td>
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<td>Any proposed ‘supplementary’ work undertaken at the UoS must be checked first to ensure compliance with the Tier 5 visa.</td>
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<td>Visa Category</td>
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<td>The individual must be in possession of a Casual Worker Permit (issued by UniWorkforce) before supplementary work starts.</td>
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**Visa Category:**
- **Tier 4 Doctorate Extension Scheme (DES) or Graduate visa**
- **Tier 5 / Temporary Worker Sponsored by the University of Southampton**

**General Description:**
- The work restrictions stated is the maximum number of hours, for all work combined with the University and other employers, including voluntary work.
- Visa requires ongoing engagement in study. Visa restricts work to ensure study is not affected.

**Responsibilities of the University:**
- As sponsor the University is responsible for maintaining UKVI compliance.
- Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS and possible loss of sponsorship licence.

**Tier 4 Doctorate Extension Scheme (DES) or Graduate visa**
- Not a sponsored visa. Person holding a ‘Tier 4 DES’ or ‘Student Post Study’ visa has completed their PhD studies and applied to remain in the UK to further their career.
- Visa permits work and restrictions can apply.
- The individual visa must be referred to for specific restrictions e.g. no doctor or dentist in training, no work as a professional sportsperson or coach.

**Tier 5 / Temporary Worker Sponsored by the University of Southampton**
- Normally a sponsored visa as a Tier 5 (Government Authorised Exchange or Temporary worker) visa. The employer is the sponsor for the 'primary employment'.
- There are strict, and specific, entry criteria the employer and candidate had to meet to enter and must maintain throughout stay in UK.
- The individual visa must be referred to for specific restrictions.
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<tr>
<th>Visa Category</th>
<th>General Description</th>
<th>Responsibilities of the University</th>
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<tbody>
<tr>
<td>General</td>
<td>Any ‘supplementary’ (additional) work outside of primary/sponsored role is restricted and must be checked before work starts to ensure it adheres to the specific job type and visa restrictions for that person. Supplementary work is normally limited to a maximum of 20 hours per week (total) – as stated on the visa. The individual cannot change job role or employer without receiving new sponsorship and a new visa. Other Tier 5 visa types exist. The individual visa must be referred to for specific restrictions.</td>
<td>All supplementary work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa. The University is the visa Sponsor if the individual’s primary work role is at the University of Southampton. As Visa Sponsor for the primary work role the University must ensure UKVI compliance and report any changes or absences to UKVI. Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS and possible loss of licence.</td>
</tr>
<tr>
<td>Temporary Worker / Tier 5 Sponsored by another organisation</td>
<td>This is a sponsored visa. Another employer is the sponsor for the ‘primary employment’. Supplementary (additional) work outside of primary/sponsored role is restricted and must be checked before work starts to ensure it adheres to the candidate’s specific job type and visa restrictions. Checks include contact with the primary employer. Checks before each new supplementary work role are essential. Supplementary work is normally limited to a maximum 20 hours per week (total) – as stated on the visa. There are strict, and specific, entry criteria the candidate had to meet to enter and must maintain throughout stay in UK.</td>
<td>RTW check must be undertaken before each proposed ‘supplementary’ role starts to ensure permitted within visa restrictions. The individual must be in possession of a Casual Worker Permit (issued by UniWorkforce) before work starts. All work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa. As the primary sponsorship may change UniWorkforce undertake regular checks to ensure ongoing UKVI compliance for the supplementary work role.</td>
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<tr>
<td>'Dependent' visas e.g. 'Tier 4 / Student dependent'; 'Tier 2 / Skilled Worker dependent'</td>
<td>Spouse or family members may be permitted to stay in the UK to accompany the sponsored person (employee or student). Not a sponsored visa, the candidate applied for and received their own visa. Visa normally permits work. Restrictions can apply e.g. no doctor or dentist in training, no working as a professional sportsperson or coach, restrictions to public funds. The individual visa must be referred to for specific restrictions.</td>
<td>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS. RTW checks must be undertaken prior to starting work to ensure eligible to undertake the proposed work. The individual may be in permanent and/or casual employment at the University. If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts. All casual work must be submitted for payment via UniWorkforce timesheet, to evidence compliance with their visa. Individuals on a dependent visa should not declare as to be a 'Tier 2 / Skilled Worker, Tier 4 / Student or Tier 5 / Temporary Worker (T5 – GAE)' visa holders on the timesheet as the dependent is not the visa holder and does not have working hour restrictions. The University does not sponsor the candidate.</td>
</tr>
<tr>
<td>Other visa types</td>
<td>Many visa types exist including:</td>
<td>RTW checks must be undertaken prior to starting work to ensure eligible to undertake the proposed work. The individual may be in permanent or casual employment at the University.</td>
</tr>
<tr>
<td></td>
<td>• Indefinite Leave to Enter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Indefinite Leave to Remain</td>
<td></td>
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<tr>
<td></td>
<td>• Permanent Residence</td>
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<tr>
<td></td>
<td>• Ancestry visa</td>
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<tr>
<td></td>
<td>• EU Settlement Scheme Family permit</td>
<td></td>
</tr>
<tr>
<td>Visa Category</td>
<td>General Description</td>
<td>Responsibilities of the University</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>• British National (Overseas) (BNO)</td>
<td>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</td>
</tr>
<tr>
<td></td>
<td>• Global Talent visa</td>
<td>All casual work must be submitted for payment via UniWorkforce timesheet, to evidence compliance with their visa.</td>
</tr>
<tr>
<td></td>
<td>• Graduate visa</td>
<td>The University does not sponsor the candidate.</td>
</tr>
<tr>
<td></td>
<td>Not sponsored visa types. The candidate applied for and received their own visa.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visa normally permits work, restrictions can apply.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The individual visa must be referred to for specific restrictions.</td>
<td></td>
</tr>
<tr>
<td>Visa Type omitted</td>
<td>There are circumstances where the visa type will not be quoted. This may be due to sensitivity of the application (e.g. humanitarian protection or discretionary leave). Any restrictions will be stated and should be abided by. It is not necessary to know the visa type itself as long as any quoted restrictions are adhered to. The individual should not be questioned as this could be a sensitive situation.</td>
<td>RTW checks must be undertaken prior to starting work to ensure eligible to undertake the proposed work. The individual may be in permanent or casual employment at the University. If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts. All casual work must be submitted for payment via UniWorkforce timesheet, to evidence compliance with their visa. The University does not sponsor the candidate.</td>
</tr>
</tbody>
</table>