



Right to Work Guidance

Version 4.0

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Changes from last version of this guidance

Section number in this version	Section number in previous version	Details of change
2	2	RTW checks no change until 30 June 2021 No retrospective checks.
6.2	6.2	No change for EU/EEA/Swiss right to work until 30 June 2021.
Throughout		'Student Visa' replacing previous reference to Tier 4. 'Student Visa' includes new Student Visa and Tier 4 visa types.
Throughout		Update reference to 'Temporary Worker/Tier 5' to incorporate new HO terminology.
Throughout		Update reference to Tier 4 Doctoral Extension Scheme to include 'Graduate Visa' (due to commence Summer 2021).
Throughout		Update reference to Tier 1 to include 'Global Talent Visa'.
Throughout		Updates to steps for right to work checks
2.0		Updated in line with end of Brexit grace period
3.3		Clarification on wording required for copies of documents
7.2		Removed in line with end of Brexit grace period
7.5	6.5	Guidance expanded to EU, EEA and Swiss nationals and information on digital immigration status added
8.3		Added information for the EEA family permit
4		Steps included for Home Office online right to work check service. Can be used by UoS staff.
6.1		Additional guidance for evidence of application submission and timeframe for COS extension
7.2		Reference added for eVisa
7.3		New section for outstanding EUSS applications
9		Additional links for Home Office online right to work check site and right to work check video
Appendix C		Added information for sponsored staff to start work within 28 days of sponsorship start date
5		Added information for adjusted right to work checks due to COVID-19 until 5 April 2022

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 one 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 people's 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. Manual check right to work check

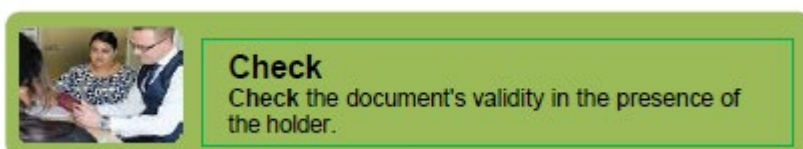
This check can be undertaken by any University of Southampton staff member on behalf of the University. The Home Office [Right to Work Checklist](#) guides you through the following 3-step process to check the **original** right to work document(s). The original documents can be provided by the individual in person or sent via recorded delivery to the member of staff undertaking the check.

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 **original** documents are genuine and the person presenting them (either in-person or via a live video link) is:

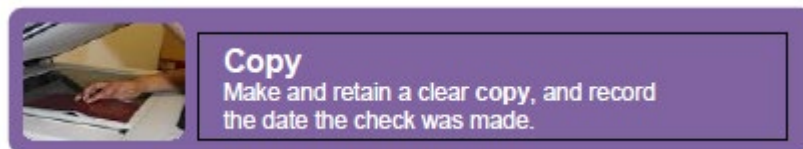
- the prospective member of staff
- the rightful holder and
- allowed to do the type of work you are offering.

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 manager and 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)

Acceptable 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

4. Home Office online RTW check

If an individual wishes to share their right to work status using the Home Office online right to work service, they can do so by following the steps described below.

Individuals with [digital immigration status](#) (including status under the EU Settlement Scheme or an eVisa) can only prove their right to work using the Home Office Online right to work check service.

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 can be undertaken by any University of Southampton staff member on behalf of the University.

This method requires the individual to:

- Provide a share code
- Confirm their date of birth
- Provide a copy of their passport to verify nationality
- Provide a copy of their UK entry clearance e.g. Vignette stamped by UK immigration officer or travel tickets (sponsored staff only coming to the UK)
- Present themselves face to face or undertake a video call to verify the online photo check with the person undertaking the right to work check.

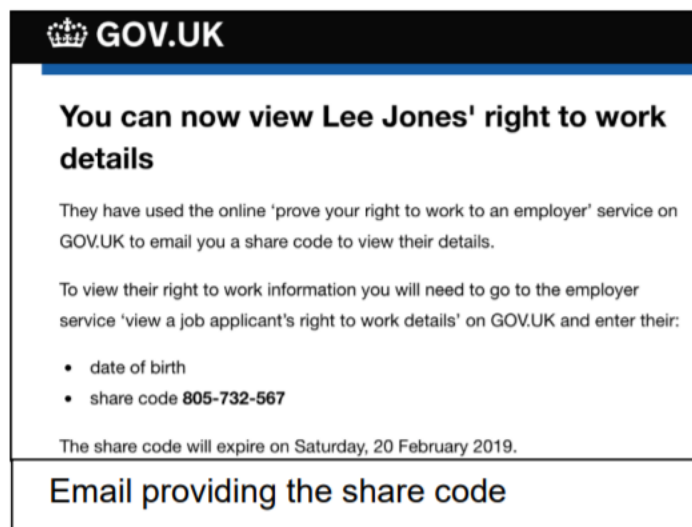
Where an online RTW check cannot be completed, a [manual check](#) will be required.

4.1 Step 1: Use the service with details provided

1. Use

Use the Home Office online right to work checking service on GOV.UK.


The individual shares their RTW status using the online right to work checking service and provides a 'share code'. The individual can provide this directly or can be sent by the service via email. Example share code from gov.uk:



- Go to '[View a job applicant's right to work details](#)' webpage and follow the steps using the share code and date of birth provided.
- Download the PDF of the 'profile' page from the gov.uk webpage.
- Example of time-limited right to work outcome:

GOV.UK View a job applicant's right to work

BETA This is a new service – your [feedback](#) will help us to improve it.



Lee Jones can work in the UK until 30 April 2020

Details
On their current visa, you can employ them to do any job except those listed in the conditions below.

Conditions
They cannot:

- work as a doctor or dentist in training
- play or coach professional sports

These conditions are the standard requirements for their visa.

If you employ this person:
To avoid a [penalty](#), you must:

- check that this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for two years after
- do this check again when their visa expires on 30 April 2020

Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

Company name	Date of check	Reference number
	9 June 2017	WE-0000000-XX

[View a PDF of this page](#)

[Finish and leave service](#)

4.2 Step 2: Check for visual confirmation

2. Check

Check that any photograph on the online right to work check is of the individual presenting themselves for work.

You must check that:

- The photo on the RTW check details webpage is that of the individual for who the RTW check is for by either the individual presenting themselves for a visual check face to face or undertaking a video call.
- The individual holds up their passport and entry clearance (where relevant) to confirm a match against the copy provided and the individual matches the photo page of the passport.
- The individual is permitted to do/continue the work in question.

4.3 Step 3: Retain and confirm

3. Retain

Retain a clear copy of the response provided by the online right to work check.

If you are already in contact with a member of HR, send them an email with the following attached. If you do not have an HR contact, raise a ticket to HR via [ServiceNow](#) with the following attached:

- PDF right to work check page from gov.uk
- Copy of the passport
- Copy of the UK entry clearance (for sponsored staff only coming to the UK)
- Copy of the BRP card (if provided by the individual, not mandatory)
- Confirm in your email when you undertook the visual check of the individual and supporting documents using the wording:

I confirm a visual [face-to-face / video call] check was undertaken on [DD/MM/YYYY] by myself [Name] and the photograph of the online check is of the individual presenting themselves for work.

5. Adjusted right to work check due to COVID-19 until 5 April 2022

Due to the COVID-19 pandemic, the Home Office currently permits employers to undertake right to work checks via video call. This is in place until 5 April 2022.

[Coronavirus \(COVID-19\): right to work checks](#)

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

- UK passports
- Irish passports / passport cards
- A biometric residence card
- A biometric residence permit
- Non-UK / Irish nationals without digital immigration status

Any member of staff at the University can conduct this check. Where an online RTW check cannot be completed, a [manual check](#) will be required.

The steps are:

5.1 Step 1: Obtain copies of the document(s)

Ask the individual to send over a copy of their original right to work document(s) and check the document(s) provided are [acceptable](#).

5.2 Step 2: Arrange a video call with the individual

Arrange a video call with the individual asking them to have their right to work document(s) available during the video call.

5.3 Step 3: Conducting the video call

Conduct the video call and complete the visual check to ensure the document(s):

- Are of the person presenting themselves for work; and
- The copies of the document(s) provided are the same as those being seen in the video call.

5.4 Step 4: Annotate copies

Annotate the copies of the document(s) using the wording “**Adjusted check undertaken on [insert date] due to COVID-19 by [NAME]**”

5.5 Step 5: Notify HR

If you are already in contact with a member of HR, send them an email with the annotated right to work document(s) attached. If you do not have an HR contact, raise a ticket to HR via [ServiceNow](#) with the annotated right to work document(s) attached.

6. 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.

6.1 Skilled Worker Extensions

For Sponsored staff, if a Certificate of Sponsorship (COS) extension is required for a visa extension HR can **only** assign this within three months of the current COS expiry date.

If work is continuing and the individual is applying for a new visa, they must provide HR with evidence of the visa application submission as soon as possible and before their current visa expiry date. **Failure to provide evidence of this before the current visa expiry will put their employment at risk.**

7. Acceptable RTW documents

You may wish to use the Home Office [Right to Work Checklist](#) which guides you through the following:

7.1 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.

7.2 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 (eVisa).

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. Documents may include some, or all, of the following:

- Current passport (see section 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.

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.

7.3 EU Settlement Scheme (EUSS):

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 and they have not received an outcome yet, they may be able to work.

EU, EEA or Swiss nationals who have submitted a valid application to the EUSS both before and after 30 June 2021 have their residence rights and work rights protected until the outcome of the application is reached. HR can check the right to work status for individuals who have an outstanding application to the EUSS. Please contact Ask HR for further details.

7.4 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.

7.5 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. This check can be undertaken by any University of Southampton staff member on behalf of the University.

8. Unacceptable RTW documents

8.1 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.

8.2 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 UniWorkforce). HR will then initiate and conduct a right to work via the Home Office Employer Checking Service. **Work cannot commence until these additional checks have been undertaken and only HR can conduct this check.**

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.

8.3 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> for further information.

9. Useful links

- [An Employers' Guide to Right to Work checks](#)
- [Right to Work Checklist](#)
- [View a job applicant's right to work details](#)
- [YouTube UK right to work checks video](#)

10. Appendix A – Acceptable RTW documents

10.1 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



10.2 Examples of RTW with no restrictions



10.3 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 card examples. The 'remain' or 'enter' refers to whether the person was 'in' or 'out' of the UK (respectively) at time of BRP issue.

10.4 Visa in a current passport:



12. 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.

Visa Category	General Description	Responsibilities of the University
Global Talent Visa (previously Tier 1)	Not a sponsored visa. The candidate applied for and received their own visa.	RTW check must be done before work starts to ensure visa permits the type of work proposed.
Exceptional Talent/ Exceptional Promise	<p>There are strict, and specific, entry criteria the candidate had to meet to enter and must maintain throughout stay in UK.</p> <p>Visa permits work but restrictions can apply detailed on the visa e.g. no doctor or dentist in training, no working as a professional sports person or coach, restrictions to public funds.</p> <p>The visa normally allows the person to be employed, self-employed, change jobs, undertake voluntary work and travel abroad.</p>	<p>Restrictions to work can apply.</p> <p>The University has no sponsorship responsibilities except ensuring legal ability to undertake planned role (via RTW check).</p>

Visa Category	General Description	Responsibilities of the University
Skilled Worker / Tier 2 Sponsored by the University of Southampton	<p>UoS, Human Resources, is the sponsor for primary employment.</p> <p>There are strict, and specific, entry criteria the employer and candidate had to meet to enter and must maintain throughout stay in UK.</p> <p>Visa permits work and restrictions may apply. The individual visa must be referred to for specific restrictions.</p> <p>The individual cannot change job role or employer without receiving new sponsorship and new Skilled Worker visa.</p> <p>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.</p> <p>Supplementary work is normally limited to a maximum 20 hours per week (total) – as stated on the visa.</p>	<p>RTW check must be undertaken prior to starting work in sponsored role.</p> <p>In addition to right to work checks, other documentation must be retained such as UK entry clearance where the University sponsored their initial visa to enter the UK and a copy of the passport.</p> <p>The individual must start work within 28 days of the start date on the COS.</p> <p>RTW check must be undertaken again before each proposed ‘supplementary’ role starts to ensure permitted within visa restrictions.</p> <p>The individual must have a Casual Worker Permit (issued by UniWorkforce) before any supplementary work starts.</p> <p>All supplementary work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa.</p> <p>As Visa Sponsor for the primary work role the University must ensure UKVI compliance and report any changes or absences to UKVI.</p> <p>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS and possible loss of sponsorship licence.</p>
Skilled Worker / Tier 2	This is a sponsored visa. Another employer is the sponsor for the ‘primary employment’.	RTW check must be undertaken before each proposed ‘supplementary’ role starts to ensure permitted within visa restrictions.

Visa Category	General Description	Responsibilities of the University
Sponsored by another organisation	<p>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.</p> <p>Checks before each new supplementary work role are essential.</p> <p>Supplementary work is normally limited to a maximum 20 hours per week (total) – as stated on the visa.</p> <p>There are strict, and specific, entry criteria the candidate had to meet to enter AND must maintain throughout stay in UK.</p> <p>The individual cannot change job role or employer without receiving new sponsorship and a new Tier 2 visa.</p>	<p>The individual must be in possession of a Casual Worker Permit (issued by UniWorkforce) before work starts.</p> <p>All work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa.</p> <p>As the primary sponsorship may change UniWorkforce undertake regular checks to ensure ongoing UKVI compliance for the supplementary work role.</p> <p>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS.</p>
Student Visa, including Tier 4 (General), Sponsored by the University of Southampton	<p>Sponsored by UoS Student Services, visa to permit study in the UK.</p> <p>There are strict, and specific, entry criteria the University and candidate had to meet to enter and must maintain throughout stay in UK.</p> <p>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).</p>	<p>RTW check must be undertaken prior to starting work to ensure visa permits the type of work proposed.</p> <p>The individual may be in permanent (but not full time permanent) and/or casual employment at the University.</p> <p>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</p> <p>All casual work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa.</p>

Visa Category	General Description	Responsibilities of the University
	<p>The work restrictions stated is the maximum number of hours, for all work combined with the University and other employers, including voluntary work.</p> <p>Visa requires ongoing engagement in study. Visa restricts work to ensure study is not affected.</p>	<p>If the individual's study changes their RTW will change and must be checked.</p> <p>As sponsor the University is responsible for maintaining UKVI compliance.</p> <p>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS and possible loss of sponsorship licence.</p>
Tier 4 Doctorate Extension Scheme (DES) or Graduate visa	<p>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.</p> <p>Visa permits work and restrictions can apply.</p> <p>The individual visa must be referred to for specific restrictions e.g. no doctor or dentist in training, no work as a professional sports person or coach.</p>	<p>RTW check must be undertaken prior to starting work to ensure visa permits the type of work proposed.</p> <p>The University has no sponsorship responsibilities.</p> <p>The individual may be in permanent or casual employment at the University.</p> <p>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</p> <p>All casual work must be submitted for payment via UniWorkforce timesheet.</p>
Tier 5 / Temporary Worker Sponsored by the University of Southampton	<p>Normally a sponsored visa as a Tier 5 (Government Authorised Exchange or Temporary worker) visa. The employer is the sponsor for the 'primary employment'.</p> <p>There are strict, and specific, entry criteria the employer and candidate had to meet to enter and must maintain throughout stay in UK.</p>	<p>RTW check must be undertaken prior to starting work in sponsored role.</p> <p>In addition to right to work checks, other documentation must be retained such as UK entry clearance where the University sponsored their initial visa to enter the UK and a copy of the passport.</p>

Visa Category	General Description	Responsibilities of the University
	<p>The individual visa must be referred to for specific restrictions.</p> <p>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.</p> <p>Supplementary work is normally limited to a maximum of 20 hours per week (total) – as stated on the visa.</p> <p>The individual cannot change job role or employer without receiving new sponsorship and a new visa.</p> <p>Other Tier 5 visa types exist. The individual visa must be referred to for specific restrictions.</p>	<p>The individual must start work within 28 days of the start date on the COS.</p> <p>RTW check must be undertaken prior to starting work in each supplementary role.</p> <p>Any proposed ‘supplementary’ work undertaken at the UoS must be checked first to ensure compliance with the Tier 5 visa.</p> <p>The individual must be in possession of a Casual Worker Permit (issued by UniWorkforce) before supplementary work starts.</p> <p>All supplementary work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa.</p> <p>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.</p> <p>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS and possible loss of licence.</p>
<p>Temporary Worker / Tier 5</p> <p>Sponsored by another organisation</p>	<p>This is a sponsored visa. Another employer is the sponsor for the ‘primary employment’.</p> <p>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</p>	<p>RTW check must be undertaken before each proposed ‘supplementary’ role starts to ensure permitted within visa restrictions.</p>

Visa Category	General Description	Responsibilities of the University
	<p>job type and visa restrictions. Checks include contact with the primary employer.</p> <p>Checks before each new supplementary work role are essential.</p> <p>Supplementary work is normally limited to a maximum 20 hours per week (total) – as stated on the visa.</p> <p>There are strict, and specific, entry criteria the candidate had to meet to enter and must maintain throughout stay in UK.</p>	<p>The individual must be in possession of a Casual Worker Permit (issued by UniWorkforce) before work starts.</p> <p>All work must be submitted for payment via UniWorkforce timesheet, to monitor and evidence compliance with their visa.</p> <p>As the primary sponsorship may change UniWorkforce undertake regular checks to ensure ongoing UKVI compliance for the supplementary work role.</p> <p>Breaching the visa restrictions could result in the individual losing their visa and incur penalties for the UoS.</p>
<p>‘Dependent’ visas e.g. ‘Tier 4 / Student dependent’; ‘Tier 2 / Skilled Worker dependent’</p>	<p>Spouse or family members may be permitted to stay in the UK to accompany the sponsored person (employee or student).</p> <p>Not a sponsored visa, the candidate applied for and received their own visa.</p> <p>Visa normally permits work. Restrictions can apply e.g. no doctor or dentist in training, no working as a professional sports person or coach, restrictions to public funds.</p> <p>The individual visa must be referred to for specific restrictions.</p>	<p>RTW checks must be undertaken prior to starting work to ensure eligible to undertake the proposed work.</p> <p>The individual may be in permanent and/or casual employment at the University.</p> <p>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</p> <p>All casual work must be submitted for payment via UniWorkforce timesheet, to evidence compliance with their visa.</p> <p>Individuals on a <i>dependent</i> visa should not declare as to be a ‘Tier 2 / Skilled Worker, Tier 4 / Student or Tier 5 / Temporary Worker (T5 – GAE)’</p>

Visa Category	General Description	Responsibilities of the University
		<p>visa holders on the timesheet as the dependent is not the visa holder and does not have working hour restrictions.</p> <p>The University does not sponsor the candidate.</p>
Other permission types	<p>Many permission types exist including:</p> <ul style="list-style-type: none"> • Indefinite Leave to Enter • Indefinite Leave to Remain • Permanent Residence • UK Ancestry • EU Settlement Scheme – Pre-settled status • EU Settlement Scheme - Settled status • EU Settlement Scheme Family permit • British National (Overseas) (BNO) • Global Talent visa <p>Not sponsored visa types. The candidate applied for and received their own visa.</p> <p>Visa normally permits work, restrictions can apply.</p> <p>The individual visa must be referred to for specific restrictions.</p>	<p>RTW checks must be undertaken prior to starting work to ensure eligible to undertake the proposed work.</p> <p>The individual may be in permanent or casual employment at the University.</p> <p>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</p> <p>All casual work must be submitted for payment via UniWorkforce timesheet, to evidence compliance with their visa.</p> <p>The University does not sponsor the candidate.</p>
Visa Type omitted	<p>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).</p> <p>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.</p>	<p>RTW checks must be undertaken prior to starting work to ensure eligible to undertake the proposed work.</p> <p>The individual may be in permanent or casual employment at the University.</p>

Visa Category	General Description	Responsibilities of the University
	The individual should not be questioned as this could be a sensitive situation.	<p>If casual work the individual must have a Casual Worker Permit (issued by UniWorkforce) before any work starts.</p> <p>All casual work must be submitted for payment via UniWorkforce timesheet, to evidence compliance with their visa.</p> <p>The University does not sponsor the candidate.</p>