

Guidelines- Tier 4 /Student Visa breach of working hours

From: Human Resources (UniWorkforce) & Student Visa and Immigration

Date: February 2021

Introduction:

The University applies strict working restrictions on Tier 4 / Student Visa holders in line with UK Visa and Immigration (UK VI) regulations. Any breach of working hours will not be tolerated and in accordance with Tier 4 / Student Visa sponsor licence requirements, the University must notify the Home Office if it becomes aware a Tier 4 / Student Visa holder is breaking conditions of their permission to stay in the UK.

Working hours are declared by the worker on timesheets which are signed off by the line manager and in Faculties, Faculty Finance, before being sent to Payroll for processing.

The following guidelines show responsibilities and the process the University will undertake.

Responsibilities:

- The student is responsible for working within their Tier 4 / Student visa restrictions
- The line manager is responsible for ensuring Tier 4 / Student Visa holders are not offered work that is outside of their working restrictions.

Process:

- The Tier 4 / Student Visa holder fills out a timesheet to claim for the hours worked. They must declare any hours that they have worked elsewhere. This could be within the University or externally. If the hours exceed 20 in a week a warning message will appear.
- The timesheet authorisers (line manager and faculty finance) will not authorise any timesheets that show a warning message without clarification that the working hours are allowed.
- Payroll will check timesheets received and send any with a warning message direct to UniWorkforce for investigation.
- UniWorkforce will check the visa limitations, term dates and annual leave records (for postgraduate students), uploading the relevant evidence to their HR record.

Actions

If it is found a student has breached their working limitations they will be reported to the Associate Director, Student and Academic Administration or nominee. In addition they will not be paid for the hours worked and their casual worker permit will be removed with immediate effect and their HR record closed. They will not be able to work for the University in any capacity whilst

they are still on a Tier 4 / Student visa. The Associate Director, Student and Academic Administration or nominee will hold a meeting with the student involved and where necessary report the breach to UK VI.

Last updated:	February 2021		
Consulted:	Nick Hull Associate Director, Student and Academic Administration Tracey Grace-Team Leader Visa and Immigrations Christine Trotter-Head of HR Operations	Date consulted:	May 2018
Author:	Caroline Milligan - UniWorkforce Manager		