

This work instruction was last updated: 31/10/2013

Creating & Maintaining Permission to Work in the UK Information

This Work Instruction describes how to enter and maintain permission to work in the UK information on ResourceLink including DocStore.

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1 Abbreviations

The table contained in **Section 1** outlines how to complete each field within a row on the Work Permit screen in Resourcelink, depending on what type of information you need to enter:

- An employee with a Certificate of Sponsorship (**COS**)
- An Employee with a Certificate of Sponsorship Dependent – (**COSD**)
- An employee with a Student Visa (**SV**)
- An employee with a Student Visa Dependant (**SVD**)
- An employee who had Indefinite Leave to Remain (**ILTR**)
- An employee who is classed as a Highly Skilled Migrant Worker(**HSMW**)
- An employee who has a Tier 1 post-study work Visa (**HSMW**)

Please note there are previous categories still held on ResourceLink (these records are still valid as there is a cross-over period to the Tier system).

The relevant abbreviations are:

- **WP** for Work Permits
- **WPD** for Work Permit Dependent (replaced by **COS** and **COSD**)
- International Graduates (**IG**) are also still listed (replaced by Tier 1 (**HSMW**)).

2 The Points Based System

Please note under the new points system there are currently three tiers of permission that are relevant to the University;

- **Tier 1** – the abbreviation that must be used for this is **HSMW** – only one row to be entered against the record. Tier 1 approval refers to Post Study Worker or Highly Skilled Worker.
- **Tier 2** – Where a COS must be obtained – two rows must be entered on the record and must be obtained before someone may work legally. A row must be entered for **COS** as well as Leave to Remain (**LTR**).
- **Tier 5** – Sponsored Researchers and Named Researchers. This category will include visitors who are sponsored. This permission will require two rows to be entered on Resource Link – **COS** and **LTR**.
- **Other** – Where someone is working on a Student Visa (**SV**), Student Visa Dependent (**SVD**) or COS Dependent (**COSD**), abbreviations and details have not changed. One row should be entered.
- A document must be shown by the employee confirming there is link between the Visa holder/Visa dependant i.e. Marriage Certificate, copy of passport & Visa from both individuals. Evidence must be uploaded to docstore.

Citizenship – If someone has citizenship of an EEA state i.e. they have a passport for that country and documentation to support the application then they are not subject to other permission to live and work in the UK. In this instance no details should be entered on the Work Permit screen on Resourcelink. Documentation must be uploaded into Docstore in the normal manner. The personal details screen must be completed with the Passport details.

If someone gains citizenship during their employment:

- Take a screen shot of Work Permit screen and upload to DocStore
- Delete entry on Work Permit Screen
- Follow the same processes for the individual Employment check screen
- Details should then be put in the notes field on the personal details screen listing that this has occurred, the date of the change and your initials
- Follow the same processes for the individual Employment check screen

	Field	Rows Needed	Proof of ID	Valid From	Valid To	Extend To	Work Permit/ Visa Permission Number	Home Office Letter	Indefinite Leave to Remain	Date Obtained	Suspend on Rlink	Personal Details screen- Passport and Visa Details	Individual Employment Check Screen
Tier 1	HSMW Includes post study worker and HSW	1 Row Listed as HSMW	Enter the date the proof of ID was given	Enter date this is valid from	Enter the date this is valid to	Only enter a date when there has been an extension to valid to date	Enter Reference Number for HSMW	Enter Y or N	Enter N	Leave Blank	For new starters enter Yes until all details received and documents uploaded into Docstore	Enter Passport and Visa details. Certified passport 'Y'/ 'N' in User Field Enter Tier 1 within Permission Type	Enter dates that the document has been check and verified
Tier 2 and 5	COS LTR Includes sponsored researchers and named researchers	2 Rows- 1 for COS and 1 LTR	Enter the date the proof of ID was given	Enter date this is valid from	Enter the date this is valid to	Only enter a date when there has been an extension to valid to date	Enter Reference Number for COS/LTR. For extensions update the COS/LTR with the new Reference Number	Enter Y or N	Enter N	Leave Blank	For new starters enter Yes until all details received and documents uploaded into Docstore	Enter Passport and Visa details. Certified passport 'Y'/ 'N' in User Field Entrt Tier 2/ Tier 5 in permission type	Enter dates that the document has been check and verified

Other	COS Dependant	1 row listed as COSD	Enter the date the proof of ID was given	Enter date this is valid from	Enter the date this is valid to	Only enter a date when there has been an extension to valid to date	Enter Reference Number COSD For extensions update the COS/LTR with the new Reference Number	Enter Y or N	Enter N	Leave Blank	For new starters enter Yes until all details received and documents uploaded into Docstore	Enter Passport and Visa details Certified passport 'Y'/ 'N' in User Field Relevant Tier to Visa if appropriate	Enter dates that the document has been check and verified
Other	Student Visa or Student Dependant	1 row listed SV / SVD	Enter the date the proof of ID was given	Enter date this is valid from	Enter the date this is valid to	Only enter a date when there has been an extension to valid to date	Enter Reference Number SV/SVD For extensions update the COS/LTR with the new Reference Number	Enter Y or N	Enter N	Leave Blank	For new starters enter Yes until all details received and documents uploaded into Docstore	Enter Passport and Visa details. Certified passport 'Y'/ 'N' in User Field Relevant Tier to Visa if appropriate	Enter dates that the document has been check and verified

Other	Indefinite leave to remain	Details listed on the Work Permits Screen should be copied and a copy put into Docstore. Details should then be put in the notes field on the personal details screen listing that this has occurred, the date of the change and your initials. Add a new row setting out new details using abbreviation ILTR- Delete previous rows	Enter the date the proof of ID was given	Enter date this is valid from	Enter 01.01.2020	Leave Blank	Enter reference number ILTR	Enter Y or N	Enter Y	Enter date ILTR was granted	N/A	Enter Passport and Visa details. Enter the Expiry date of Biometric Card. Certified passport 'Y'/ 'N' in User Field	Take screen shot, upload to Doc Store, delete details from this screen


Other	Citizenship obtained	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	For new starters enter Yes until all details received and documents uploaded into Docstore	Enter Passport details. Certified passport 'Y'/'N' in User Field	N/A
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3 Uploading Documents into Docstore & Saving Format

All documents relating to permission to live and work in the UK must be uploaded into Docstore.

- **Extensions** - if the University has confirmation that an application has been made prior to the expiry of the permission then it has a legal defence against prosecution. We need therefore to ensure that this is copied into Docstore.
- **New Starters** – no one may start until such time as they have the relevant permission to work and live in the UK i.e. COS and LTR. We must then receive confirmation of the documentation stating that this has been applied for and this must be updated on Resourcelink.

We should suspend all relevant new starters on the system until such time as this information has been received and entered correctly on Resourcelink and uploaded into Docstore.

-  **Please note that we need to ensure that we upload a copy of the document we send to the employee/prospective employee with the COS number into Docstore. This provides a legal defence to the University.**

Documents should be saved in the Recruitment Folder in the below format:

- Employee Number_Passport_Date ID Verified
- Employee Number_VISA_Date ID Verified
- Employee Number_A.I Form_ Date Verified
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4 Personal Details Screen

- The passport details and Visa details (where applicable) must be input for all members of staff.
- The Permission Type in the User Field must be completed for employees with a VISA. Please select the relevant Tier from the drop down.
- The Certified Passport field must be completed with a 'Y' or 'N' in the User Field.

5 Entering and Extending a Permission to Work in the UK

- To enter an **extension** to a permission to work in the UK, enter the **Extended To** date in the existing **row(s)** relating to that **WP/COS** and **LTR** or other permission type.
- Update Work Permit/Visa Reference Number

Seq	Area	Proof of ID	Registered	WP Valid From	WP Valid To	Extended To
001	EEA	01/01/2007		01/01/2007	01/08/2007	01/01/2008
		Work Permit / Visa No.		wp123456789		
		Home office letter issued	<input type="checkbox"/>			
		Indefinite leave to remain	<input type="checkbox"/>	Date Obtained		
		Migrant Worker Points				

- i** You do not need to add a new row in this instance
- i** All Reference numbers in the **Work Permit/Visa No.** field must be prefixed with the correct code for the type of data being entered as set out above. There should be no space between the abbreviation and the number for the Work Permit/Visa No.
- i** Those employed on the basis of a **dependent's WP/COS** will require the relevant visa stamp but will not require their own Work Permit. There is no restriction on hours although the period of the permission is clearly dependent upon the end date of the dependent's permission to work in the UK.
- i** Those working on a **student visa** can only work up to a maximum of **10-20 hours (The maximum number of hours will be stated on residence card)**. Full Time hours can be worked during vacation time with no restrictions outside of these periods. Please refer to University calendar for Term time dates.

6 Indefinite Leave to Remain (ILTR)

- If ILTR is obtained then a new row should be entered stating that this has been gained.
- Please ensure enter the expiry date of the of the biometric card
- Take screen shot of Work Permits Screen , upload to Docstore
- Complete notes field on the personal details screen listing that this has occurred, the date of the change and your initials.