

Tier 5 / Temporary Work – Government Authorised Exchange Line Manager Responsibilities

As a line manager of a visitor with a Tier 5 or Temporary Work – Government Authorised Exchange Certificate of Sponsorship (COS), sponsored by the University of Southampton, you need to be aware of the following important information and your responsibility to report promptly and accurately to HR any changes to your visitor's circumstances.

The University is required to report changes in circumstance for sponsored visitors to UK Visas and Immigration (UKVI) within 10 working days of the change. Failure to do this will result in the visa being withdrawn and the University terminating the visitor status of the visa holder. The process for reporting changes in circumstance of Tier 5 or Temporary Work – Government Authorised Exchange visa holders is rigorous.

Changes in circumstances

All Tier 5 or Temporary Work – Government Authorised Exchange visitors and their line managers **must** advise HR via [Service Now](#) of any changes to personal circumstances, as soon as you know of the change, or potential change, including:

- Change of funding (such as amount, duration and the provider)
- Any **amendment to visa status** - including being granted settlement (Indefinite Leave to Remain)
- New **Biometric Residence Permit (BRP) or Biometric Residence Card (BRC)**
- **Change of name**
- Change to core **duties** and/or role
- Change to subject area of research (as a new [ATAS certificate](#) may be required)
- Change of **work location** (domestic or overseas) even short term
- Anything that might suggest a breach in the conditions of the visa

Please note a COS is assigned to a Standard Occupational Classification (SOC) Code, which is directly related to the core duties. When a change in circumstance requires a change of SOC Code, a new COS will be required.

Absence

As the line manager, you must approve all absence requests. The absences must then be reported to HR via [Service Now](#) where a record of the absences will be stored on their HR record.

- **Non-attendance on first day of work:** If a new visitor is not able to start their visit on their first day, advise HR immediately via [Service Now](#), include reasons for the non-attendance (if known).
- **Absent from work without reasonably granted permission for more than 10 working days:** Report to HR immediately via [Service Now](#). The University is required to report any absences within 10 days of the 10th day of absence to the UKVI. This may impact on the visitor's permission to remain in the UK.
- **Non-attendance:** If unable to attend work at any time during the visiting period, the visitor must contact you, as their line manager, on or before the first day of absence with reasons for the non-attendance. You, as the line manager, must then report to this to HR via [Service Now](#). The University is required by law to inform the UKVI of any periods of absence, a delay in reporting could impact their permission to remain in the UK.
- **Business travel:** The visitor must report to this to HR via [Service Now](#).

Extension to Visiting status

- The maximum time a Temporary Work – Government Authorised Exchange visa can be held for is 2 years.
- You must inform HR of extension details via [Service Now 'Guest \(Visitor\) Extension Request' form](#) as soon as possible and at least four weeks prior to the contract expiry date. This timeline is essential to ensure the visa extension and continuity of visiting status can be achieved.
- Costs paid by the University (e.g. COS and Immigration Skills Charge, where applicable) continue to be charged to the relevant School/Department.

Supplementary Work

Individuals sponsored under the Temporary Work – Government Authorised Exchange route are permitted to undertake 'Supplementary Employment' subject to the following restrictions and checks:

- Limited to 20 hours per week (Monday to Sunday); and
- The work must take place outside of normal working hours for the role which the Certificate of Sponsorship was assigned; and
- The work is within the same profession (occupation code) **and** at the same professional level for the job which the Certificate of Sponsorship was assigned; or is a job listed under the [Shortage Occupation list in England](#)

A sponsored visitor must not undertake supplementary work with the University until all required additional checks have been made.

Leaving the University

It is important to ensure that HR is informed as soon as possible if the visitor intends to leave the University before the end date stated on the COS. This is so that HR can inform the UKVI within 10 working days of the leave date. To report the leaving details, please report to this to HR via [Service Now](#).

Personal details

The visitor is responsible for keeping their personal details up-to-date during their visiting status by reporting changes using, [MyHR](#) dashboard. Prompting the visitor to do so is beneficial to ensure University compliance. The following details must be updated promptly when any change occurs:

- Address
- Telephone number
- Personal email address
- All other contact details

Some changes must also be reported to the Home Office directly by the visitor, details:

<https://www.gov.uk/change-circumstances-visa-brp>

Need advice?

If you require further information or have any questions, please contact AskHR on 023 8059 7547 or AskHR@soton.ac.uk

Document version control

Policy/governance	UKVI legislation: Maintenance of Sponsored workers		
Reference	SharePoint / HR Operations Process and Instructions / Right to Work and Visas / Temporary Worker (T5) / Guidelines on HR Website		
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Document History

Version	Date	Change
1.0	November 2017	Created
2.0	February 2021	Reviewed and updated. Including reference to Temporary Worker (T5)
3.0	June 2021	Include change of subject area due to ATAS
4.0	October 2021	Include information on Supplementary Work and updated rebranding for route