Government Authorised Exchange Line Manager Responsibilities

As a line manager of a visitor with a Government Authorised Exchange (Temporary Work) Certificate of Sponsorship (COS), sponsored by the University of Southampton, you need to be aware of the following important information and your legal 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 Failure to do this will result in the visa being withdrawn and the University terminating the visitor status of the visa holder.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 Government Authorised Exchange visa holders is rigorous.

Reporting changes in circumstances

All Government Authorised Exchange visitors and their line managers **must** advise HR via the HR Staff Portal 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)
- Change of name
- Change to core **duties** and/or role
- Change of **work location** (UK or overseas) whether short term or long term and including hybrid working
- 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.

Academic Technology Approval Scheme (ATAS)

If an ATAS certificate is required for their visa, you **must** notify HR if any of the following change, as the employee will be required to obtain a new ATAS certificate:

- The content of their research project or scope of research changes.
- Their job title changes.
- The financial sponsor or conditions of financial sponsorship changes at any time during their research project.

Reporting Absence

As the line manager, you must approve all absence requests. The absences must then be reported to HR via the General HR Query - Staff Portal 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 the General HR Query - Staff Portal, 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 the General HR Query - Staff Portal. The University is required to report any absences within 10 days of the 10th day of absence to 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 this to HR via the General HR Query - Staff Portal. The University is required by law to inform 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 this to HR via the General HR Query - Staff Portal.

Visiting status Extensions

- The maximum time a Government Authorised Exchange visa can be held is 2 years.
- If the visit is to be extended to a maximum 2-year total period, you must submit the 'Extend International Sponsored Researcher (Visitor) Request' 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.
- Sponsorship costs paid by the University (e.g., COS fee) continue to be charged to the relevant School/Department.

Supplementary Work

Individuals sponsored under the Government Authorised Exchange route are permitted to undertake Supplementary Work subject to all the following restrictions:

- 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 COS was assigned; **and**
- The work is within the same profession (occupation code) **and** at the same professional level for the job which the COS was assigned.

A sponsored visitor must not undertake supplementary work until all relevant right to work checks have been made. If the supplementary work is at the University, they must wait to receive confirmation from the UniWorkforce team for each assignment. If they wish to undertake supplementary work at another employer, they must inform that employer that the work is supplementary and the limitations that apply to their visa.

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 notify HR of the leaving details, please report this via the General HR Query - Staff Portal.

Personal details

The visitor is responsible for keeping their personal details up to date during their visit by reporting changes, using MyView. 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

Need help?

If you require further information or have any questions, please raise a General HR Query on the Staff Portal or contact Ask HR.

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
5.0	April 2023	Include Hybrid Working within change to work location reporting
6.0	June 2023	MyHR to MyView (link update) Removal of 'Tier 5'
7.0	October 2023	Updated link to new Extension HR Request
8.0	January 2025	BRP removed. Updates made throughout.
9.0	July 2026	Updated links to the new HR Staff Portal and UoS logo.