

## Skilled Worker and Tier 2 Visa holder responsibilities

The University has sponsored your Skilled Worker or Tier 2 visa to provide you the right to work for us in the UK. To retain your visa to allow you to continue to work at the University, you are responsible for keeping your personal information up-to-date and reporting absences to us, normally through MyHR self-service. Legislation requires the University to report any changes to UK Visa and Immigration (UKVI) within 10 working days of the change, failure to do so will result in your visa being withdrawn and the University terminating your employment.

Your responsibilities are:

### Personal details

You must keep your personal details up-to-date during your employment, using [MyHR](#) dashboard. Update your details promptly when any change occurs:

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

### Changes in circumstances

You must inform your manager and HR via [Service Now](#) of any changes to your personal circumstances, as soon as you know of the change, including:

- 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 your core **duties** and/or job title
- Change to subject area of research (as a new [ATAS certificate](#) may be required)
- Decrease in salary and/or additional payments/allowances.
- Change to **weekly working hours** (increase or decrease)
- Change of **work location** (domestic or overseas) even short term
- **Secondment** resulting in a change of address, you need to report start and end dates of secondment as soon as the details have been agreed
- Employment affected by transfer to another organisation (TUPE)
- Anything that suggests a breach in the conditions of your visa

### Absence

All absences need to be approved by your manager and recorded with HR via the applicable method

- **Family friendly leave** including maternity, adoption, shared parental and paternity leave. Record via [Service Now](#)
- **Sickness, annual leave:** Record this through [MyHR](#) and ensure you follow the correct process, guidance is linked here [Sickness Absence](#) / [Annual Leave](#)
- **Business travel** should be recorded as 'Other Paid Absence' through [MyHR](#), stating your reason for travel and destination in 'Comments' field. This is required if you apply for Indefinite Leave to Remain.

- **Non-attendance:** If you are unable to attend work at any time during your employment, you must contact your line manager and HR on or before the first day of absence with reasons for the non-attendance. The University is required by law to inform the UKVI of any periods of absence, a delay in reporting could impact your permission to remain in the UK. Record via [Service Now](#)

### Supplementary Employment

Staff sponsored under the Tier 2 / Skilled Worker route are permitted to undertake Supplementary Employment subject to the following restrictions and checks:

- Limited to 20 hours per week; and
- The work must take place outside of normal working hours for the job 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 member of staff must not undertake Supplementary Work with the University until all required additional checks have been made.**

### Leaving the University

If you leave the University before the end date stated on the Certificate of Sponsorship (COS) provided to attain your visa, we are required to let the UKVI know within 10 working days of your leaving date. It is important to ensure that HR is informed as soon as possible if you intend to leave the University before the end date stated on the COS. Report using the [HR Leaver/End of Contract Form](#)

### Need advice?

If you require further information or have any questions, please contact AskHR on 023 8059 7547 or [AskHR@soton.ac.uk](mailto:AskHR@soton.ac.uk)

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

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

#### Document version control

<b>Policy/governance</b>	<b>UKVI legislation: Maintenance of Sponsored workers</b>		
<b>Reference</b>	Sharepoint/HR Operations Process and Instructions / Right to Work and Visas / Tier 2 & Skilled Worker Route / HR Guidelines / Guidelines on HR Website		
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#### Document History

Version	Date	Change
1.0	July 2020	First draft
2.0	January 2021	Include reference to Skilled Worker visa name
3.0	June 2021	Include change of subject area due to ATAS
4.0	September 2021	Include information for Supplementary work