

# PA10 – Maintaining Right to Work data

It is a legal requirement that we check that every individual we employ, regardless of nationality, is legally permitted to work in the UK. These checks must be undertaken before the individual starts work. There are additional checks and record keeping requirements for sponsored migrants. Checks must be completed in accordance with the guidance on the Staff Immigration Team webpages.

Summary information about right to work checks and documentation must be completed in CoreHR for all employees paid via payroll, casual workers paid via payroll, and Tier 5 visa holders who are sponsored by the University. The completion of this screen will enable accurate monitoring and tracking of visa expiry dates and will be used to provide assurances that right to work checks have been carried out.

This guide is split into two parts:

**Part A** – Guidance on completing the Right to Work screen for new starters.

**Part B** – Guidance on creating a new Right to Work record when a visa is renewed or an individual changes their immigration status.

This guide covers the following process steps:


<b>A. New starters – the initial record .....</b>	<b>1</b>
<b>B. Visa renewals and switching immigration status – updating the record .....</b>	<b>3</b>
End date the current/previous record .....	3
Create the new record .....	3

## A. New starters – the initial record

**Navigate to: Personnel > Maintenance > Personal Profile**



**Note:** If you are recording data for a non-employee, e.g. a sponsored researcher on a Tier 5 visa who is not being paid through the payroll, you will need to create a non-employee record in Core first. Follow **QRG: PA2q\_Set up non-employee** and then return to this guide to enter the right to work data.

1. Search for and open the relevant employee record and go to **Select Detail** box > **Right to Work**.
2. Click  - the Right to Work screen opens:

# PA10 – Maintaining Right to Work data

### 3. Complete the fields as below:

Field Name	Description
<b>Date From</b>	Enter the date on which the original documents were checked (as per the date on the copy documents).
<b>Date To</b>	Leave blank
<b>Right to Work</b>	Select either Working overseas, RTW not required, List A, List B OR N/A started pre 27/01/1997 (as appropriate).
<b>Permanent (List A)</b>	<b>If</b> evidence provided is from List A, select the relevant document from the LoV, otherwise leave blank.
<b>Limited (List B)</b>	<b>If</b> evidence provided is from List B, select the relevant document from the LoV, otherwise leave blank.
<b>Visa Issue Date</b>	If applicable, select/enter the visa issue date normally listed as 'Issued:' 'Date of Issue:' or 'Valid from'.
<b>Visa Expiry Date</b>	If applicable, select/enter the date on which the visa is due to expire.
<b>RtW Date Checked</b>	Select/enter the date on which the original documentation was checked (as per the date on the copy documents) – should match "Date From" field.
<b>RtW Docs Checked By</b>	Enter the full name of the individual who undertook the check – i.e. who verified and copied the original documents.
<b>RtW Date Next Check</b>	Complete for List B only. Select/enter the date the repeat check is due (NB this should be at least one month before the visa/document expires).
<b>Comments</b>	Use this field to enter any comments relevant to the individual circumstances; for example individual has applied for a [type of visa] visa on [date] and application is currently outstanding, or for Tier 4 visa holder, detail term dates.

- Click  , then  and  .

## B. Visa renewals and switching immigration status – updating the record


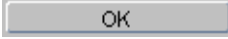
If an employee, casual worker or Tier 5 migrant holds a List B document, you must carry out a repeat Right to Work check when their visa is due to expire to ensure that they will continue to have the right to work. Refer to the Staff Immigration Team webpages for detailed information on how to complete a repeat right to work check.

If, when conducting a repeat check on a List B document holder, the person then provides a document or documents from List A, no further checks are necessary for the duration of the employment.


Whenever an employee, casual worker or Tier 5 migrant's initial visa has expired and new documentary evidence is provided, the Right to Work screen should be updated. The existing record for the previous right to work check/evidence should be ended and a new record created:

**Navigate to: Personnel > Maintenance > Personal Profile**

### End date the current/previous record

- Go to **Select Detail** box > **Right to Work**
- Highlight the current Right to Work record and click  . The *Right to Work Screen* opens.
- In the Date To field, enter the date immediately prior to the date on which the documents were re-checked. This will effectively "end date" the UDF record to make it clear that it is historical. Click  and then OK to the message:

### Create the new record

- Go to **Select Detail** box > **Right to Work**
- Highlight the current Right to Work record and click  The Right to Work Screen opens.

# PA10 – Maintaining Right to Work data

**User Maintenance**

**User Data**

Personnel No: 0002002    Louise Walton

**Right to Work**

Date From: [ ] [?]  
Date To: [ ] [?]

Right to Work Type: [ ] [?]  
Permanent (List A): [ ] [?]  
Limited (List B): [ ] [?]  
Visa Issue Date: [ ] [?]  
Visa Expiry Date: [ ] [?]  
RW Date Checked: [ ] [?]  
RW Docs Checked By: [ ] [?]  
RW Date Next Check: [ ] [?]  
Comments: [ ] [?]  
[ ] [?]  
[ ] [?]

OK    Delete    Cancel    Letters

3. Complete the fields as detailed in the table in section A4 above.

	<p><b>Useful Reports</b></p> <p>To help track visa expiry dates and repeat checks due, don't forget to regularly run: <a href="#">PERDEP41 Work Permits Report</a>.</p>
--	---