

## **FAQs – Monitoring of Tier 2 and Tier 5 workers**

### **How does a sponsored worker record absences on Core?**

The Core HR self-service system can be accessed at:  
<http://www.gla.ac.uk/services/humanresources/> Access to the system is via your GUID log in details.

To record leave, select MyTime Self Service and then Create New Leave Request. Select the most appropriate Leave Type, i.e., 'working from home' or 'conference attendance' and input the start date. When you select 'No' to 'Is this part day leave?' you will then see an option to input the end date as well.

### **Does all time working at home need to be recorded on Core?**

All planned periods of working from home should be recorded on Core. Where this is a 'last minute' arrangement, it does not need to be retrospectively recorded on Core but the sponsored individual should ensure that their line manager (or an appropriate contact within the School) knows that they are not on campus. Should a visit by UKBA take place, it is important that the University knows where all sponsored individuals can be contacted.

Individuals who wish to apply to settle in the UK in the future should also note that they will have to detail all periods of annual leave and other time spent away from the UK/University as part of the application process. HR will only be able to confirm absences that are recorded on Core.

### **How should time spent at meetings external to the University be recorded?**

Currently, this should be recorded as 'Field Work' until a more appropriate option is added to the drop down menu on Core. College HR are liaising with Corporate HR to request additional options are added to this list.

### **What is an 'authorised' and 'unauthorised' absence?**

'Authorised' absence is leave that has been agreed with your line manager or Head of School. 'Unauthorised' absence is that which is taken without the knowledge of your line manager or Head of School. UKBA can visit the University at any time (without notice) and may ask to speak to any individual that the University is sponsoring. It is important that the University knows where all sponsored workers are should such a visit take place and we are also obliged to inform the UKBA if a sponsored worker has taken unauthorised absence for more than 10 consecutive days.

**Unauthorised absences only need to be reported to UKBA if they exceed 10 consecutive – do sponsored workers only need to report leave of longer duration than this?**

*All planned absences from campus should be recorded so that any 'unauthorised' absences can be identified and reported to UKBA as necessary. Unauthorised absences are those which have not been agreed by the appropriate line manager.*

*It is important that all absences are recorded on Core, particularly if a future application for settlement is likely, as this will need to be detailed as part of the application process.*

**When approving leave to attend conferences, etc, do sponsored workers need to provide evidence of the planned trip to their line manager?**

*It is not necessary to provide evidence although the line manager may request this if they have particular concerns that the request may not be genuine.*

**How long can you stay outwith the UK on a Tier 2 visa?**

*The maximum time is 2 years although significant periods of time spent outwith the UK do need to be recorded on our sponsorship system. However, time outwith the UK will need to be detailed if you wish to apply for settlement following the expiry of a Tier 2 visa and spending more than 180 days per year outwith the UK (particularly in the last year before applying for settlement) may have a negative impact on the success of an application to settle in the UK.*