

Guidance Notes for managers

The University is currently able to sponsor individuals to work in the UK under Tier 2 or Tier 5. Tier 2 workers are employees of the University and Tier 5 workers are sponsored researchers (with no contract of employment at the University).

Please note that the University also sponsors students to study here, under Tier 4. There are separate procedures in place to monitor their attendance.

The University has obligations in relation sponsoring individuals who are at the University under Tier 2 or Tier 5.

Obligations of the sponsored worker

- Ensure all contact details (address, telephone number, etc) are kept up to date on Core via HR self-service.
- Inform UKBA of any change in contact details or circumstances during the period of sponsorship.
- Record any absences from the University on the Core HR Database.

Obligations of line manager

- Report any unauthorised absence to the College HR Team as soon as you become aware of it.
- Ensure all leave requests are processed through the Core HR Database and approved, as appropriate, promptly.

Obligations of Human Resources

- Keep a record of current contact details for the sponsored worker, including UK address and relevant telephone numbers.
- Report any unauthorised absences greater than 10 consecutive days to UKBA.
- Ensure valid working permissions are in place for the duration of the migrant's employment.
- Have a system for keeping the required documents for each migrant employed including professional accreditations and registrations
- Report any changes of circumstances for the sponsored worker in line with the sponsor guidance.

Any individual who is currently in the UK on Tier 2 and intends to apply for Indefinite Leave to Remain in the future, will need to detail all periods of absence and leave when they apply for settlement. HR will only be able to confirm periods of absence/leave that are recorded on Core so it is important that these are accurately recorded as and when they take place.

Recording of Leave

Any annual leave or sickness absence should be recorded on Core for all staff in the usual way.

Sponsored workers have also been asked to record other absence from the University through Core. They will request this through self-service, in the same way as annual leave is requested, and this will be approved on Core by the relevant line manager. The options are currently limited to 'Field work', 'conference attendance' and 'working from home' but College HR are liaising with Corporate HR to request some additional options are added to this list.

Compliance

The Home Office may visit the University at any time to ensure we are compliant with our Sponsorship duties. This may include an unannounced visit to Schools/Colleges to check the whereabouts of the sponsored worker. Appropriate identification should be checked prior to allowing Home Office staff access to your School. Please contact College HR for further guidance.

The University is obliged to report any unauthorised absences longer than 10 consecutive days to UKBA. Failure to do so could potential prevent the University from continuing to sponsor any individuals to work at the University and may result in financial penalties and reputational damage.