3. Follow Casual Worker engagement process in Extended Workforce Policy and Procedure ProcProcedu07810351080res

2. HR Confirm appropriate contract type

**Employee**

**Casual Worker**

6. School/institute/service copies Right to Work document(s) and signs as certification. Scans signed copy to upload into Core HR record.

5. Individual supplies original Right to Work documents in person for administration to check they are genuine and valid.

4. School/institute/service notifies individual that Right to Work documentation is required before undertaking any work. Check guidance notes and inform individual what is required.

9. HR Inform Manager/Administration that individual can commence work.

1. Role identified by manager/administration

Worker

Local HR

Administration

HR Systems team run data reports to audit end dates. Report exceptions to Local HR

Local HR Monitor and terminate any worker whose Right to Work expires. Inform Mgr/Administrator.

|  |
| --- |
| NOTES  It is essential that all those engaged to work for the University have evidenced their right to work. Failure to follow this appointment process may result in disciplinary action being taken.  Follow process for appointment of named employees or advertise accordingly |
| 2. See Extended Workforce Policy [**LINK**](http://www.gla.ac.uk/services/humanresources/mgrs-admin/ewp/) |
| 3.See Extended Workforce Policy -Procedural Guideline[**LINK**](http://www.gla.ac.uk/services/humanresources/mgrs-admin/ewpguide/) |
| 4/5. See Identity and Right to Work Document Guide [**LINK**](http://www.gla.ac.uk/media/media_405162_en.pdf) |
| 7. Only trained Administrators may enter individuals on Core. HR Systems team manage access permissions. |
| 8. HR utilise checklist provided by HR Systems. |
| **9. No work may be scheduled or carried out until the worker is approved by HR in Core.** |
| 10/11. Assumption is that local administration terminate all records for workers no longer used unless alternative local agreement with HR. |
| 10. Local Administration monitor target end dates/visa expiry dates and terminate casuals accordingly.  7. Complete engagement process including entering full details of Right to Work information on Core including tier and end date. All records must have a target end date |
| **11. No work may be scheduled after right to work has expired.**  8. Local HR check Core information and the uploaded Right to Work documents and approve in CORE System or raise questions with local administration |
| Central HR will run periodic reports to monitor compliance and accuracy of data.  10. School/Institute/Service terminate record when work comes to an end. |

11. Local HR Monitor and terminate any worker whose Right to Work expired if not already terminated. Inform Mgr/Administrator and investigate as necessary.

.