

## Changes to Right to Work Check for Employees

Dear Colleagues

There are significant changes to the way in which the University has to conduct right to work checks for all employees. Since March 2020, there have been temporary COVID adjustments in place that have enabled us to conduct right to work checks remotely. This temporary adjustment will come to an end on **30 September 2022**.

From **1 October 2022**, we must revert to in person right to work checks for British and Irish Nationals. Right to work checks for international workers including EU nationals have also changed and the Home Office online right to work check must be conducted.

As an employer, the University has a responsibility to prevent illegal working. The University does this by conducting simple right to work checks before employing any individual, to make sure the individual is eligible to carry out the work in question by reason of their immigration status.

HR will make appointments with the successful candidates to carry out these checks. The HR Recruitment Officer will liaise with those individuals and the recruiting manager to agree where the in-person checks take place. HR can do this at Avery Hill, Southwood House or travel to a different campus if required. This is an interim arrangement ahead of any training for recruiting managers and support staff is rolled out.

HR will **NOT** issue the formal employment contract until a right to work check has been completed. This is the case for all staff groups including substantive roles, Hourly Paid Lecturers, JobShop student staff, PGRTA student staff and Special Lecturers. **No work should commence until the right to work check has been completed and the formal contract of employment has been issued.**

From **1 October 2022**, right to work checks are to be completed face to face. The following are acceptable documents for right to work checks:

## **British and Irish Nationals**

- Current passport;
- In the absence of a passport, birth or adoption certificates issued in the UK, which include the name of at least one of the holder's parents or adoptive parents together with proof of National Insurance can be accepted;
- National Insurance number - acceptable documents include a National Insurance card, National Insurance letter, P45 or P60.

### ***Copies to retain:***

- Passport: bio-data page only. Front cover not required;
- Birth or adoption certificate;
- National Insurance number.

*All copies must be certified to state the original document has been seen and signed and dated by the person who took the copy.*

## **International (Including EEA)**

- Current passport and the check conducted via the online checking service - The Home Office online right to work checks must be completed for individuals who holds a Biometric Residence Permits (BRPs), Biometric Residence Card (BRCs), Frontier Worker Permits and e-Visa for proof of right to work. Biometric Residence Permits (BRPs), Biometric Residence Card (BRCs) or Frontier Worker Permits can no longer be accepted as proof of right to work;
- National Insurance number - acceptable documents include a National Insurance card, National Insurance letter, P45 or P60.

### ***Copies to retain:***

- Passport: bio-data page only and Entry Clearance page. Front cover not required;
- Online right to work check (<https://www.gov.uk/view-right-to-work>);
- National Insurance number.

Training will be made available for staff who will be required to conduct right to work checks over the coming weeks.

## **Enquiries**

For all enquiries, please contact the [HR-UKVI@greenwich.ac.uk](mailto:HR-UKVI@greenwich.ac.uk) if you require any further assistance.