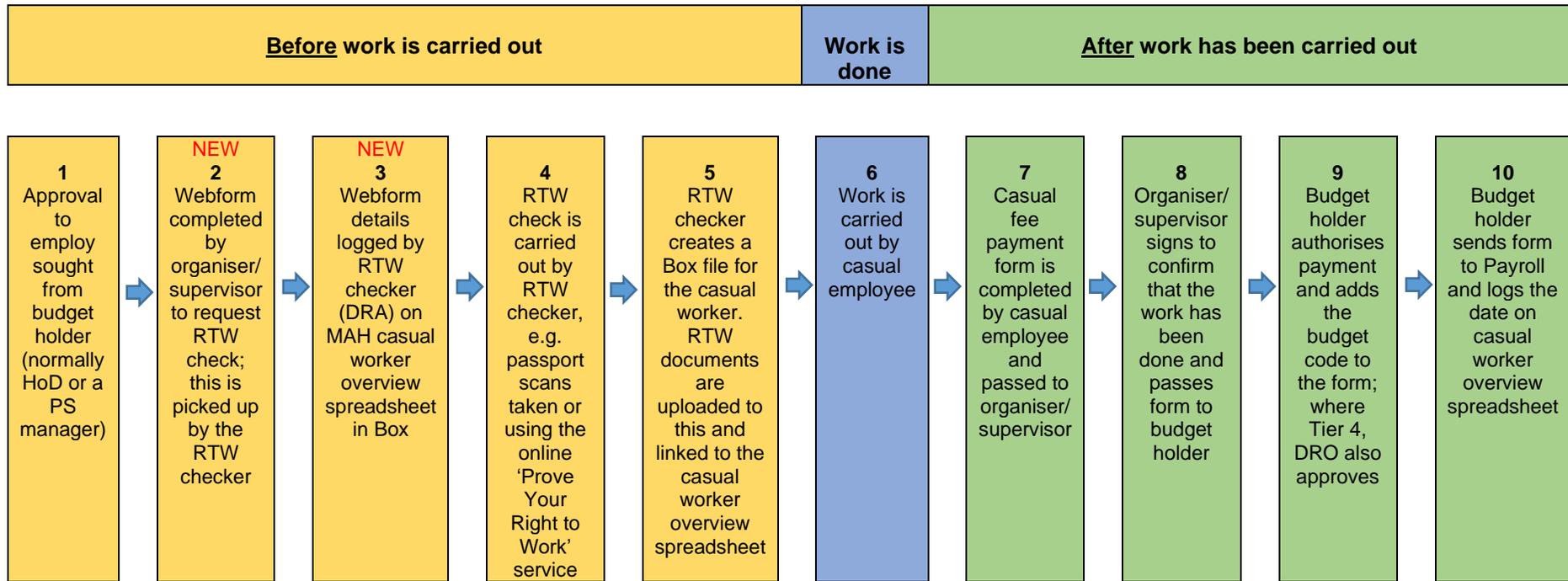
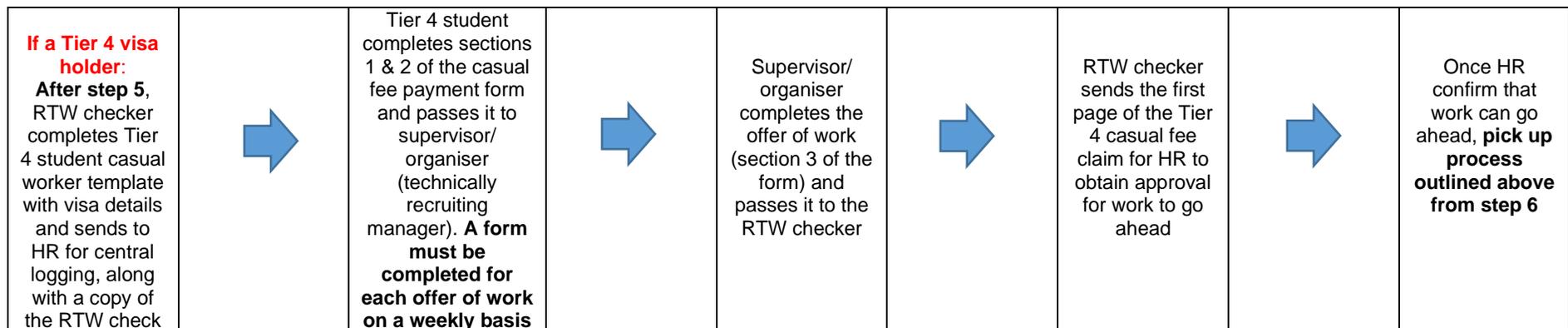


School of Media, Arts & Humanities 'Right To Work' checks process map



PLEASE REFER TO GUIDANCE NOTES BELOW FROM HR COMPLIANCE FOR EU, EEA AND SWISS NATIONALS WEF JANUARY 2021



Notes

1. Please always let HR Compliance know when there has been a breakdown in process – e.g. the work was done before the RTW check had been carried out. HR Compliance can assess the situation and decide how to proceed, and it also gives them the opportunity to offer further training to people who may need it. Refer to guidance and policy documents at: [HR Compliance: DRO & DRA Guidance Documents + Policy | Powered by Box](#)
2. From 1st July 2021, EU citizens will no longer be able to provide just their passport or ID card for a RTW check. They will have to provide evidence of a visa or settled/pre-settled status.

Process Overviews

UK/Irish nationals

- Perform Right to Work check
- No need to inform HR Compliance
- Employment can commence

Student Visa holders

- Perform Right to Work check
- Complete page 1 of Student Visa pay claim form
- Send RTW docs, page 1 of pay form, and employment details to HR Compliance
- HR Compliance will confirm receipt of docs and confirm student can work the hours offered or notify remaining hours for student
- Employment can commence
- Complete and submit page 1 of pay form for any subsequent week in which the student will work for you
 - This should be sent to us before the work starts for that week

Process Overviews

EU, EEA & Swiss Nationals

From 1 January 2021

- Perform Right to Work Check
 - Preferably using the Online Right to Work Checking Service
- Send RTW docs and employment details to HR Compliance for our records.

From 1st July 2021

- Perform Right to Work Check
 - This will **need** to confirm either settled/pre settled status under the EU Settlement Scheme or that they hold a Visa
- Send RTW docs and employment details to HR Compliance for our approval
- If individual has a Student/Skilled Worker/Tier 5 Visa please follow appropriate guidance.

Skilled Worker/Tier 5 Visa Holders

- Please refer to "*Skilled Worker and Tier 5 Casual Work Flow Chart*"
- Send RTW docs and employment details to HR Compliance for our approval

Other Visa Holders

(e.g. Spouse/Partner, Leave to Remain, PBS Dependant)

- Perform Right to Work check
- Send RTW docs and employment details to HR Compliance for our approval.