



The  
University  
Of  
Sheffield.

Recruitment &  
Selection  
Coordinators  
Network.

**Recruitment & Selection Network Coordinators' Network  
Update Email: 29 May 2014**

**For action: UK Visas & Immigration and Absence Recording**

As you will be aware, in the near future the University is anticipating a UK Visas and Immigration (UKVI – previously UK Border Agency (UKBA)) audit. This audit will be in relation to the University's Tier 2 & 5 sponsor licences, which are held within Human Resources, and will be conducted on our processes and procedures.

I am sure you will be aware of the heightened scrutiny around UKVI sponsorship in Higher Education. We are aware from our network with other Higher Education institutions that the audit has the potential to be extremely comprehensive. If the UKVI feel we are not compliant with our sponsor duties, they have the power to withdraw our sponsor licence. This means that we would no longer be able to engage individuals from overseas who require sponsorship, which in turn would be extremely detrimental to our reputation as an international University.

With the above in mind we have already completed our own internal audits. These audits have highlighted the need for some further work to be undertaken in this area which includes better recording of absences (in particular annual leave and sickness absence), and maintaining up to date addresses and telephone numbers for sponsored individuals to ensure compliance with UKVI legislation.

I would like to take this opportunity to remind you that recruiting managers/line managers should be familiar with their roles and responsibilities in relation to sponsored individuals which are available to download from <http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/manager>. In particular, if I can draw your attention to the requirement to ensure that a record of any absences including annual leave is retained through myTeam. In relation to maintaining up to date contact details we would ask for your assistance in reminding sponsored individuals of this requirement.

We would also ask that as part of your role as an R&S Network member, you forward this message onto any relevant colleagues who are involved in recruitment and selection and to managers of any sponsored individuals. We will be sending communications directly to sponsored individuals in the next couple of weeks, therefore, it would be helpful if they were made of aware of this email prior to receiving it.

If there is anything you feel you would like further guidance on regarding the above, please do not hesitate to contact your Faculty HR Team  
<http://www.shef.ac.uk/hr/aboutus/howeare/ops>.