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## [hr] [rsnetwork] Changes to Right to Work Checks - update

1 message

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Rachel M Eustice <r.eustice@sheffield.ac.uk>

24 October 2014 at 12:33

To: rsnetwork@lists.shef.ac.uk

Dear Colleagues

Further to the email below and following feedback that we have received, we have now updated the following forms to include the UKVI requirement that international students must provide evidence of studies:

- Casual worker registration form
- Sheffield Graduate Teaching Contract Registration form
- ETW checklist B

Further information about this change can be found here:

<http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/rec>

Should you have any queries, please contact your HR team.

Best wishes

Rachel

----- Original Message -----

**Subject:**[hr] [rsnetwork] Changes to Right to Work Checks

**Date:**Mon, 08 Sep 2014 13:44:16 +0100

**From:**Natalie Gilbert <n.c.gilbert@sheffield.ac.uk>

**Organisation:**The University of Sheffield

**To:**rsnetwork@lists.shef.ac.uk

Dear Colleagues,

***Please read the update below and share it with relevant colleagues for information and action.***

As you may be aware, UK Visas and Immigration (UKVI) have made a number of changes to the document checks employers must carry out **before** and **during** a staff member's employment to confirm that they have the right to work in the UK.

If the University was not to carry out these document checks, under **Section 15 of the Immigration and Asylum and Nationality Act 2006**, we may be liable for a civil penalty if we were to employ someone who does not have the right to undertake the work in question and could impact on the University's sponsor licences for staff and students.

A summary of the changes to the document checks are as follows:

- Follow-up checks no longer every 12 months
- Reduction in the list of acceptable documents
- Process to extend statutory excuse for a maximum of 28 days beyond visa expiry date formalised
- International students must provide evidence of studies:  
<http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/re>
- Increase of the civil penalty to £20,000 per illegal worker

For further information on the changes to document checks please see:  
<http://www.sheffield.ac.uk/hr/recruitment/guidance/duringemploymentchecks>

Should you have any queries, please contact your HR Team.

Best wishes,

Natalie

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Natalie Gilbert  
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Human Resources  
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Rachel Eustice

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