



HOW TO CONDUCT ONLINE RIGHT TO WORK CHECKS



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HOW TO CONDUCT AN ONLINE RIGHT TO WORK CHECK

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This guidance document was produced by the UKVI Compliance team for University use only & was designed to assist with the online Right to Work checking process.

For general guidance on Right to Work & how to undertake checks, please visit Our Website.

1. Introduction

Online Right to Work check can be completed for individuals with:

- Settled or Pre-Settled Status under [EU Settlement Scheme](#)
- EU/EEA & Swiss nationals who were granted a Visa to work in the UK and have been issued with an electronic immigration status instead of a BRP and Vignette.
- All Biometric Residence Permit (BRP) holders

EU/ EEA & Swiss nationals will no longer be able to rely on their passport or national identity card as evidence of their Right to Work in the UK.

British and Irish nationals are the only group that can continue to use their passport as evidence of Right to Work in the UK.

2. Where to Start

- Identify if an online RTW check is possible by confirming type of immigration permission the individual holds
- The individual needs to be physically present in the UK
- You will need individual's online Share Code
- You will need individual's Date of Birth
- Request copies of passport and BRP (if the individual has a BRP card)

3. How to conduct an Online Right to Work Check

Step 1:

1. Confirm with the individual that they wish to demonstrate their right to work in using online services
2. (Prospective) employee logs into <https://www.gov.uk/prove-right-to-work> to generate a share code
3. (Prospective) employee provides share code along with their Date of Birth



4. The Individual who is conducting the Right to Work Check verifies their status via <https://www.gov.uk/view-right-to-work>
5. Schedule a Video Call with (Prospective) employee (via Zoom, WhatsApp etc.)

Step 2:

1. Check that the online Right to Work page confirms the person has the right to work (for the specific role/hours)
2. Check any other work restrictions/ comments on the page
3. During the call confirm the individual is physically in the UK
4. Check the picture on the page matches the person you're seeing (in person or via video)

Step 3:

1. Save a Pdf copy of the profile page on CoreHR and retain it for 2 years after the employment ends.
2. Diarise the date that a repeat check is due and record details on Core, including a review date for a repeat check.
3. Also retain copy of passport and BRP card (if the individual has a BRP card) on CoreHR
4. Note any additional comments, such as work restrictions on CoreHR

Please note: If you are not using CoreHR, please contact P&OD team for advice on how to record and track visa information and expiries.

4. Examples of Online Right to Work Documents



Online Check Example: EU Settlement Scheme - Pre-settled Status

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See HR Web pages for latest version.

Home Office



They can work in the UK until 6 December 2024.

Details

They can work in any job.
You must check their right to work again on 6 December 2024.

Legal basis of status

This leave is issued in accordance with the EU exit separation agreements.
For EU citizens, and the family members of EU citizens or of UK citizens, this is the Withdrawal Agreement. For EEA European Free Trade Association (EFTA) citizens, and the family members of EEA EFTA citizens, this is the EEA EFTA Separation Agreement. For Swiss citizens, and the family members of Swiss citizens, this is the Swiss Citizens' Rights Agreement.

Provides an expiry date of permission

Confirms what type of role they can work in

If you employ this person

To avoid a [penalty](#), you must:

- check that this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for two years after

You must do the check again on 6 December 2024.

Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

Company name
Glasgow University

Date of check
2 July 2021

Reference number
[Redacted]

Reminds you to check that this looks like the person you meet face to face and to keep a copy of this check

Tells you when to repeat the check: A follow-up check must be carried out again prior to 6 December 2024



Home Office



[Redacted]

They can work in the UK.

Details

They can work in any job. There is no limit on how long they can stay in the UK.

Legal basis of status

This leave is issued in accordance with the EU exit separation agreements.

For EU citizens, and the family members of EU citizens or of UK citizens, this is the Withdrawal Agreement. For EEA European Free Trade Association (EFTA) citizens, and the family members of EEA EFTA citizens, this is the EEA EFTA Separation Agreement. For Swiss citizens, and the family members of Swiss citizens, this is the Swiss Citizens' Rights Agreement.



Confirms no limit on how long they can stay in the UK

Settled Status

If you employ this person

To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after

You don't need to do the check again.

Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

Company name
University of Glasgow

Date of check
26 July 2021

Reference number
[Redacted]




Confirms no repeat check is required



Student Visa (formerly Tier 4 Visa)

Home Office



They can work in the UK until 9 August 2022.

Details

They can work:

- up to 20 hours a week during term time
- full-time during the holidays

They must share proof of their term dates with their employer.

They can also work on a placement which is part of the course their student visa is based on. The work placement must be:

- a compulsory part of their course
- assessed as part of their course

Read more about [volunteering, working for a student union and other types of work.](#)

Conditions

They cannot:

- work as an entertainer
- work as a professional sportsperson or coach
- run a business or be self-employed - unless they have applied for a start-up visa

If you employ this person

To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after
- get and keep details of their academic term and vacation times
- do this check again when their visa expires on 9 August 2022

Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

Company name
Glasgow University

Date of check
8 July 2021

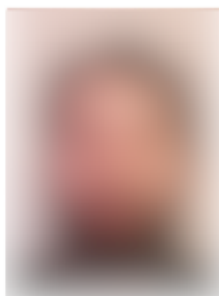
Reference number
[REDACTED]

Confirms visa work restrictions on hours and types of roles. Reminds to obtain term dates.



Skilled Worker Visa (formerly Tier 2 General visa)

Home Office



[Redacted]

They have permission to work in the UK from 1 April 2021. They can work in the UK until 14 April 2023.

Details

On their current visa, they must work for their sponsor while they are in the UK.

They can also work part-time (up to 20 hours a week) in another job if it is one of the following:

- the same role as their current job
- on [the shortage occupation list](#)

Any part-time work must be outside the hours they work for their sponsor.

These conditions are the standard requirements for their visa.

Start and end date of permission

Details of visa work restrictions

If you employ this person

To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after
- do this check again when their permission to be in the UK expires on 14 April 2023

Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

Company name
University of Glasgow

Date of check
29 June 2021

Reference number
[Redacted]