Employment of Sponsored Workers (Tier 2 and 5 Visa Holders)

Responsibilities for Sponsored Workers and their Line Managers

The Home Office - UK Visas and immigration (UKVI) requires all organisations that sponsor employees to keep up to date records and report certain changes in circumstances to them. Failure to comply with this requirement could result in our license being revoked, suspended or down-graded, which would prevent us recruiting or continuing to employ individuals sponsored under Tier 2 and 5.

More information on the potential civil penalties that could be issued to the University if we fail to comply is available at: https://www.gov.uk/penalties-for-employing-illegal-workers

Record-keeping

Upon joining the University, and for the duration of employment with us, each sponsored worker has a duty to undergo initial and ongoing checks of documentation and to report any changes in their circumstances, as follows:

- **Eligibility documents**
  Provide documentation proving the worker’s continued right to work in the UK for the duration of the contract (this must be provided before the contract start date, but no more than 6 weeks in advance). Inform us immediately if an application is made to extend or change the route of immigration and provide new documents.

- **Original qualification certificates**
  Provide essential qualification documents as specified in the job summary.

- **Current UK address and telephone number(s)**
  Provide current contact details and keep us updated at all times.

Reporting

Please ensure the Recruitment Team are informed immediately if any of the activities listed below apply to you or an employee under your management for the duration of the employment contract.

The University must report these changes to the UKVI within 10 day of the activity occurring.

- **Worker does not turn up on their first day of work or the start date is changed**
  If a sponsored migrant does not turn up for their first day of work. Include any reason given for their non-attendance, for example a missed flight.

- **Absence from work**
  If a sponsored migrant is absent from work for more than 10 consecutive working days without permission (AWOL).
• **Termination of contract**

  If a sponsored migrant’s contract of employment is terminated earlier than shown on their Certificate of Sponsorship (CoS), for example, if the migrant resigns or is dismissed. You must include the name and address of any new employer that the migrant has moved to, if known.

• **Changes in migrant’s circumstances**

  o If there are any significant changes in the sponsored migrant’s circumstances, for example:
  o a promotion;
  o a change in job title, or core duties;
  o a change of salary from the level stated on the CoS, other than changes due to annual increments or bonuses;
  o a change of salary from that stated on the CoS due to maternity, paternity shared parental or adoption leave;
  o a period of long term sick leave lasting one month or longer; study leave;
  o a change of location of employment;
  o employment is affected by TUPE (transfer of undertakings) or similar.

• **Suspicious or criminal activity (to be reported by Line Manager)**

  Any information you receive which suggests that a sponsored migrant is breaching the conditions of their leave or is engaged in criminal activity.

**Contact us**

If you need to arrange to provide documents, submit a reporting form or have any other questions regarding the information provided here, please contact the Recruitment Team:

**Email:** recruitment@le.ac.uk / **Tel:** 0116 252 5639  
**Human Resources Reception:** Heron House, Brookfield Site (off Holmfield Road), Leicester, LE2 1RQ  
**Postal Address:** University of Leicester Recruitment Team, Division of Human Resources, University Road, Leicester, LE1 7RH

**Further Information**

For sponsored workers: [https://www.gov.uk/contact-ukvi/overview](https://www.gov.uk/contact-ukvi/overview)

I would be grateful if you would reply to this email to confirm that you understand the responsibilities you have as a sponsored worker, or as the line manager of a sponsored worker, and that you will be able to fulfil them. If you have any questions please do not hesitate to contact the Recruitment Team.
Reporting form for sponsored workers and line managers

In line with the responsibilities set out in the guidance, please complete this form at the earliest known date of the event. This report must be sent to the Recruitment Team on the first day of the relevant activity occurring so that UK Visas and Immigration reporting requirements can be adhered to.

Return the completed form to the Recruitment Team:
Email: recruitment@le.ac.uk / Tel: 0116 252 5639
Human Resources Reception: Heron House, Brookfield Site (off Holmfield Road), Leicester, LE2 1RQ
Postal Address: University of Leicester Recruitment Team, Division of Human Resources, University Road, Leicester, LE1 7RH

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<thead>
<tr>
<th>Name of employee</th>
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<tbody>
<tr>
<td>Employee’s email address</td>
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<tr>
<td>Job title</td>
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<td>Department/School</td>
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<td>Name of line manager</td>
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<td>Date form submitted to Recruitment Team</td>
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<td>Activity to be reported</td>
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<td>Additional Information (e.g. reason, relevant dates, new contact details, documents provided)</td>
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<td>Signature</td>
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