TEMPORARY ARRANGEMENTS FOR COMPLETING RIGHT TO WORK CHECKS DURING COVID-19

During this time where the University is asking staff to work from home where possible, we need to ensure that we still comply with our obligations in regard to right to work checks. The following process will be followed to ensure right to work checks can still be completed for all new staff, including on demand and under 6 month contract staff.

Checks must be carried out before new staff start their roles in the UK.

OPTION 1: Online right to work check

Online right to work checks can be used for employees with:

- Biometric Residence Permits
- Biometric Residence Cards
- Settled Status under EU Settlement Scheme
- Pre-settled Status under the EU Settlement Scheme

Process

Applicant:
- Completes the online Right to Work Checking Service for migrants
- Views their own Home Office Record in relation to their right to work and receives a 'share code'. (They may provide this code directly, or via the online service in which case an email would come from right.to.work.service@notifications.service.gov.uk)
- Provides People & Culture with the 'share code' to use which is valid for 30 days (if this expires the above 2 steps need to be repeated)
- Emails scanned copies of their Biometric Card (or informs us if this doesn’t apply to them if they have settled or pre-settled status)

People & Culture:
- Accesses the employer part of the service: View a job applicant's right to work details using the individuals ‘share code’ and date of birth.
- Checks the record to confirm right to work, photo is of the same person and noting any working restrictions.
- There is a requirement to ensure that the person providing the documents is the person in the documents. If you have not met the individual, then a skype/Zoom call should take place to verify the individual is the person in the documents.
- Save the PDF of the online check AND the scanned ID copies on the individuals file.

OPTION 2: Where online check is not possible

This applies to any other staff who do not hold the documents required for an online check including holders of British/EU/EEA passports.

Process

Applicant:
- Email a scanned copy of their passport/visa documentation/other permitted documentation (photo page, visa pages etc)
People & Culture, or line manager for under 6 month and on demand:

- Manager or People & Culture carry out a Skype/Zoom call ensuring the individual holds up the originals. Check they are the same documents received by email and the person is the person in the documents. This Skype/Zoom call must be done prior to the individual starting work. The name and signature of the person carrying out the check and ‘adjusted check undertaken on [insert date] due to COVID-19’ should be recorded on the copy. An original document check to follow at the earliest opportunity, and within 8 weeks of the COVID-19 measures ending.
- Send information along with the appointment form to staffing@essex.ac.uk for under 6 months appointments. Upload information and appointment form to iTrent for permanent roles.
- People & Culture will complete the set up on iTrent if documentation is correct/valid.
- Advise the individual to present themselves and original ID on the first day that they are physically required to be on the premises. The check should include the additional wording ‘Due to the global pandemic this is the first day the individual was required to present themselves at work’.

People & Culture staff will be on hand to assist with the checks for on demand and under 6 month contract checks. To arrange this please contact staffing@essex.ac.uk