

Appendix A: Follow up Right to work (RTW) check process – Casual workers:

- Payroll provides a **monthly** report of work permission expiry information to HR Compliance team
- HR Compliance review report for casual workers with < 2-month work permission remaining
- HR Compliance to:
 - create outlook calendar event reminder and;
 - email a reminder / request for evidence to the casual work approver
- Casual work approvers to contact the relevant departmental managers / administrators who have engaged the casual worker:
 - To request new RTW evidence
or
 - To confirm when casual worker is **not** going to undertake further work for the department, to ensure final claims have been sent to casual payroll, and to update the HR Compliance team
- **Casual workers who are not required for future casual work** – HR Compliance to notify Casual Payroll. If the individual is re-engaged by College in future, they would require a new RTW check / Pay8A joining form before any new work start.
- **Casual workers who are required for future casual work**, must provide the College, before their visa expiry date with either:
 - **A) new evidence of RTW status (BRP card / visa endorsement in passport)**
or
 - **B) evidence that they have submitted an ‘in-time’ application** to remain in the UK
 - *Usually evidence of submitted online-application / payment to UKVI*

A) New RTW evidence (visa/BRP card) – casual worker to provide evidence to the department(s) engaging them for casual work, to the relevant departmental manager / administrator / approver who will forward scanned copies to [HR Compliance](#) with a completed [RTW checklist](#) verifying when they checked the new document.

HR Compliance will update Imperial College Information System (ICIS) work permission information, and inform Casual Payroll, providing the scanned copies / checklist

If no evidence is provided, or no evidence of in-time application (see [B] below), HR Compliance will notify the approver and Casual Payroll to end the casual work record, and that no further casual work may be offered / undertaken

B) Evidence of submitted in-time application to remain in then UK – provide to [HR Compliance](#).

If no evidence is provided, HR Compliance will notify the approver and Casual Payroll to end the casual work record, and that no further casual work may be offered / undertaken

Where evidence of submitted in-time application is provided, HR Compliance team to diarise **28 days after the visa expiry date** and invite casual work approver to this calendar reminder. It is important that no work should be offered or undertaken after this date, unless additional RTW evidence is received in-time.

If casual worker is unable to provide their new RTW evidence document at **14 days** after their visa expiry date, then HR Compliance will use the **Home Office Employers Checking Service (ECS)** to verify that the casual worker's application or appeal is still under consideration.

HR Compliance team will contact the casual worker directly for their ECS permission and the required information below:

Information required for ECS check:

- Casual worker permission to use ECS
- Type of visa application they have submitted to Home Office
- Case ID or reference number *for application to extend leave*
- Casual workers personal details:
 - Full name, as on passport/BRP document(s)
 - current full home address
 - date of birth
 - nationality
- Type of casual work or job title (*can be submitted as 'casual worker'*)
- Hours per week (*can be stated as zero or averaged for casual workers*)

Additionally, HR Compliance will request the following information:

- Name of College Line manager/Supervisor

On receipt of a **Positive Verification Notice (PVN)** – HR Compliance will email a copy of the PVN and completed [RTW Checklist](#) to the casual work approver and Casual Payroll (Casualpay@imperial.ac.uk) to save as the new time-limited RTW evidence.

- **PVN** provides the College with RTW evidence **with same work permission/status as their expired visa for 6 months**, or until the date the casual worker provides their new visa/BRP evidence or confirms to the College they have withdrawn or had their application refused.
- HR Compliance will record the **PVN** 6-month expiry date as the new work permission expiry date in ICIS, and an additional follow-up RTW reminder would be sent 2 months prior to the PVN expiry date as the process above.
 - *Where necessary, a new ECS can be requested to extend the original 6 months, if the individual confirms their pending visa application is still under consideration by the Home Office.*

On receipt of a **Negative or 'Non-Positive' Verification Notice**, the College would be required to cancel any work offer(s) and no further work could be undertaken until such time as the College is provided with satisfactory evidence of RTW.