

IMPERIAL

International Mobility Overseas Working How-to manual



For submitting overseas working requests
using the MyRemoteWork system

Contents

This document provides step-by-step instructions for staff members submitting and/or managing overseas working requests.

Please note, this system is not for recording current or past overseas working. Please use the [International Mobility Footprint](#) form.



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1.0 Getting started

Click here to log in
to MyRemoteWork

Enter your
**Imperial email
address and
password** then
click continue

Please ensure
you enter your
full name before
agreeing to the
terms

**VIALTO
PARTNERS**

Welcome

Log in to Vialto Partners to continue to
myRemoteWork v2.

Username*

Continue

Remotework asks for your consent

Your personal data provided via the Vialto platform is processed based on your consent. The provision of your personal data to Vialto is optional. However, if you do not provide all or part of your personal data, we may be unable to carry out the request. For more details on the personal data we collect when you use the Vialto platform, why we collect it and, what we do with it, as well as more details on rights that may be available to you with respect to your personal data, please refer to the [Vialto Privacy Notice](#).

If at anytime you would like to revoke your consent, please contact
gbl_vialto_myremotework_prod_team@vialto.com.

Name

Enter name

Date

26/Sep/2024

☐ I hereby acknowledge and agree that I have carefully read, understand, and agree to the terms of the Vialto Privacy Policy.

I do not agree

I agree

1.1 Creating a profile

When you log in for the first time, you will need to **create your profile**

Welcome to Vialto Remote Work



Explore and experience remote work opportunities aligned with your company policies

Create your profile

Who needs to create a profile?



Staff members submitting a request to work overseas



Line Managers submitting a request on behalf of a new staff member



Final Approvers

Create Profile

Personal Information

All fields are required unless marked optional

Preferred Name ⓘ

Family Name ⓘ

Imperial Email Address

Imperial ID (CID) ⓘ

Primary Citizenship ⓘ

Secondary Citizenship (if applicable) (optional) ⓘ

Additional Information

Primary Work Location ⓘ

Final Approver Full Name ⓘ

Faculty/Department ⓘ

Final Approver Email ⓘ

Line Manager Email ⓘ

Complete your
**Personal
Information**

Complete your
**Additional
Information** and
click **Create
Profile**

Create Profile



Completing **Secondary Citizenship** details is important for staff members submitting a request. This will help inform your overseas working assessment.



The Final Approver and Line Manager can be the same person.

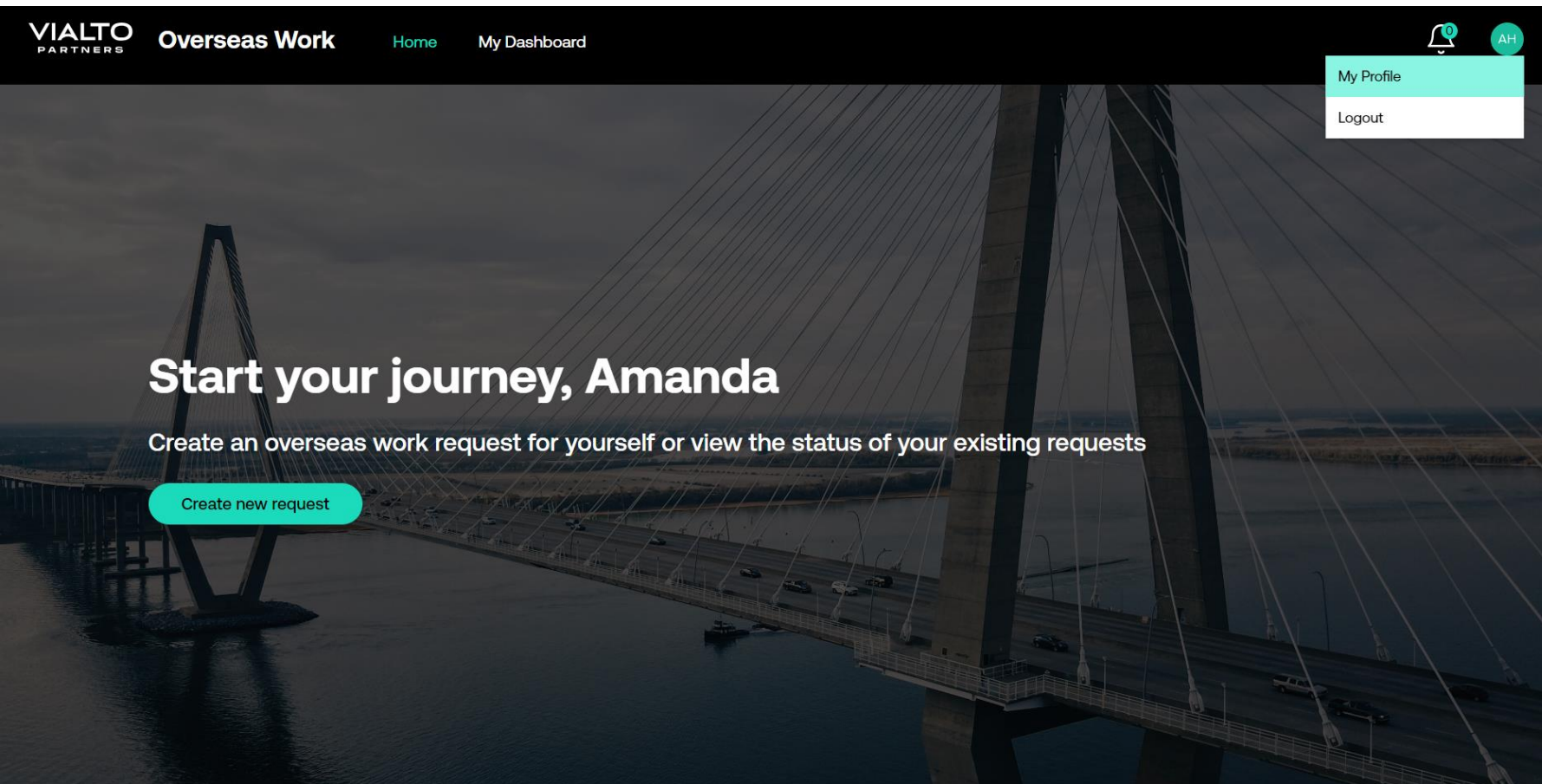


You cannot put yourself down as the Final Approver or Line Manager.



A Final Approver who has not created a profile will receive an email notification prompt to do so when a staff member names them as their Final Approver.

1.2 Updating a profile

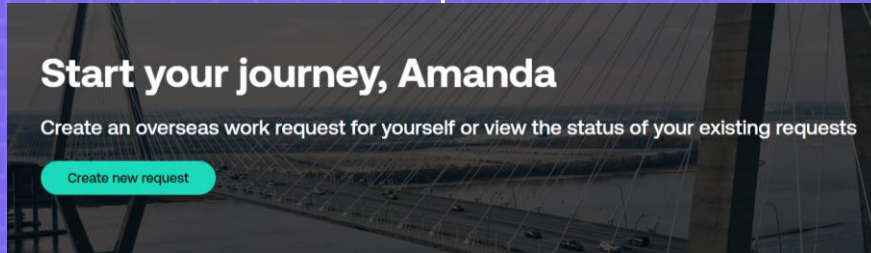


Click on your initials in the top right corner and click on **My Profile**.

Amend your profile information as needed.

2.0 Creating a new request

On the Home page, click
Create new request



Please ensure you
meet all the
criteria in the
disclaimer before
continuing.

Disclaimer

1. You have your Line Manager's pre-approval to submit an overseas work request.
2. You have reviewed Imperial's International Mobility Framework ([link](#)).
3. You have reviewed the [FCDO](#) travel guidance for the intended country of travel.
4. You have the appropriate Right to Work documentation ready to upload (not necessary for passports).

I Disagree

I Agree

2.0 Creating a new request

► Let's take this journey together!

Choose the overseas request type that meets your needs



Request to work overseas for personal reasons

Undertaking 'day-to-day' work duties from a location other than your contracted country of employment, primarily for personal reasons (e.g. remotely from a family home overseas).

Start your journey



Request to work overseas for business reasons

Your employer needs you to carry out work duties from a location other than your contracted country of employment (e.g. collaborating with International Partners, research activities).

Start your journey



Secondment to overseas partner

Requests for staff to be assigned or seconded to an overseas partner, institution, or hub (staff will remain an Imperial College London employee).

Start your journey



Sabbatical (Paid)

Requests for Sabbatical leave overseas will need to be considered by the International Mobility Team, following Departmental support.

Start your journey



Sabbatical (Unpaid)

Requests for Sabbatical leave overseas will need to be considered by the International Mobility Team, following Departmental support.

Start your journey



Line Manager recruiting an employee to work overseas

An employee is required to start work overseas (e.g. visa pending) or to work primarily for Imperial from overseas (e.g. located overseas during their employment).

Start your journey

Choose the overseas request type that meets your needs

2.1 Submitting a request for yourself

Request to work overseas for personal reasons

1. You have your Line Manager’s pre-approval to submit an overseas work request.

2. You have reviewed Imperial’s [International Mobility Framework](#).

3. You have reviewed the [FCDO](#) travel guidance for the intended country of travel.

4. You have the appropriate Right to Work documentation ready to upload (not necessary for passports)

If you agree, please continue to the Request to work overseas for personal reasons form.

I Disagree

I Agree

Please ensure that you have all the information to hand to complete this request - this will not autosave.

☐ I confirm that the Final Approver’s details are up to date, if not, please update their details before proceeding.

Request Details

All fields are required unless marked optional

What country would you like to work from? ⓘ

Select...

Please provide the date you will arrive in this country: ⓘ

DD/MMM/YYYY


Please provide the date you will depart from this country: ⓘ

DD/MMM/YYYY


Anticipated number of workdays during this overseas work request: ⓘ

Please ensure you meet all the criteria in the disclaimer before continuing.


Continue to add your **Request Details** for your overseas working.



If you need to amend your personal information, follow the steps in **1.2 Updating my profile**.



If you need a visa to work in your destination country, please have that information ready to be uploaded prior to completing your overseas working request.



Please note that **this form will not auto save**. You will need to re-enter the information if you need to come back to the form to complete your request.



If the risk assessment details for your destination country are not available you will be directed to the International Mobility Team for guidance.

Based on your personal and overseas working details, you will then either...

...receive confirmation of your right to work in your destination country.



...be asked to complete details on your right to work in your destination country.



...be asked to upload your right to work documentation.



VIALTO PARTNERS Overseas Work Home My Dashboard

Additional Details

What is your contracted Full-Time Equivalent (FTE)? ⓘ

Fixed-Term Contract end date (if applicable) (optional)

Who funds your research? (if applicable) (optional) ⓘ

UK immigration status (if applicable) (optional)

UK immigration status expiry date (if applicable) (optional)

Once you have provided the necessary right to work, add all **Additional Details** required.

Ensure you have your Line Manager's support before submitting your overseas working request.

Continue



Provide information based on your current contract, for example:

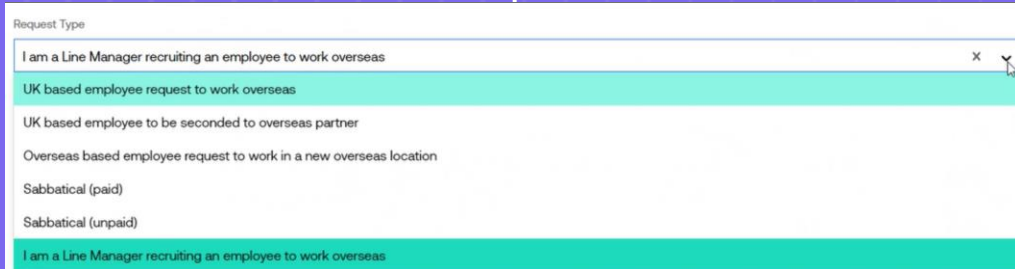
- If you work full-time (1FTE), enter 100.
- If you work part-time, for example, 0.6FTE, enter 60.

The questions marked as optional should only be completed if they apply to you.

If you receive funding for your research, make sure you list all funders. Some funders have regulations that mean they are impacted by overseas working.

2.2 Submitting a request to recruit a new employee overseas

Select the applicable
Request Type.



The screenshot shows a web interface with a dropdown menu titled 'Request Type'. The menu is open, displaying a list of options. The first option, 'I am a Line Manager recruiting an employee to work overseas', is highlighted in green. Below it are 'UK based employee request to work overseas', 'UK based employee to be seconded to overseas partner', 'Overseas based employee request to work in a new overseas location', 'Sabbatical (paid)', and 'Sabbatical (unpaid)'. At the bottom of the list, the first option is repeated and also highlighted in green. A mouse cursor is visible over the first green-highlighted option.

Request Type
I am a Line Manager recruiting an employee to work overseas
UK based employee request to work overseas
UK based employee to be seconded to overseas partner
Overseas based employee request to work in a new overseas location
Sabbatical (paid)
Sabbatical (unpaid)
I am a Line Manager recruiting an employee to work overseas

Provide the details
of the new
employee you are
submitting the
request for.



If you need to amend your personal information, follow the steps in **1.2 Updating my profile**.



If your new employee needs a visa to work in the destination country, please have that information ready to be uploaded prior to completing your overseas working request.



Please note that **this form will not auto save**. You will need to re-enter the information if you need to come back to the form to complete your request.

2.2 Submitting a request to recruit a new employee overseas

Select the applicable
Request Type.

► Let's take this journey together!

Choose the overseas request type that meets your needs



Request to work overseas for personal reasons

Undertaking 'day-to-day' work duties from a location other than your contracted country of employment, primarily for personal reasons (e.g. remotely from a family home overseas).

Start your journey



Request to work overseas for business reasons

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Secondment to overseas partner

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Sabbatical (Paid)

Requests for Sabbatical leave overseas will need to be considered by the International Mobility Team, following Departmental support.

Start your journey



Sabbatical (Unpaid)

Requests for Sabbatical leave overseas will need to be considered by the International Mobility Team, following Departmental support.

Start your journey



Line Manager recruiting an employee to work overseas

An employee is required to start work overseas (e.g. visa pending) or to work primarily for Imperial from overseas (e.g. located overseas during their employment).

Start your journey

Provide the details of the new employee you are submitting the request for.



If you need to amend your personal information, follow the steps in **1.2 Updating my profile**.



If your new employee needs a visa to work in the destination country, please have that information ready to be uploaded prior to completing your overseas working request.



Please note that **this form will not auto save**. You will need to re-enter the information if you need to come back to the form to complete your request.



If the risk assessment details for the destination country are not available you will be directed to the International Mobility Team for guidance.

Based on the personal and overseas working details for your new employee, you will then either...

...receive confirmation of their right to work in the destination country.



...be asked to complete details on their right to work in the destination country.



...be asked to upload their right to work documentation.



VIALTO PARTNER Overseas Work Home My Dashboard

Additional Details

What is your contracted Full-Time Equivalent (FTE)? ⓘ

Fixed-Term Contract end date (if applicable) (optional)

DD/MM/YYYY

Who funds your research? (if applicable) (optional) ⓘ

UK immigration status (if applicable) (optional)

Select...

UK immigration status expiry date (if applicable) (optional)

DD/MM/YYYY

Enter **Additional Details** for the new employee you are submitting the request for.

Tick the checkbox to confirm that you, as their Line Manager, are happy to submit this request.

Continue



You and your new employee will receive an email notification of the request submission.



Provide information based on their contract, for example:

- If they will be working full-time (1FTE), enter 100.
- If they will be working part-time, for example, 0.6FTE, enter 60.

The questions marked as optional should only be completed if they apply to your new employee.

If they receive funding for their research, make sure you list all funders. Some funders have regulations that mean they are impacted by overseas working.

2.3 Checking the status of a request



Hello Shan!
Your request to Estonia is under review

What does this mean?

Your overseas work request has been received and is currently being reviewed.

Review Request

Next steps:

- You will receive an email with further information.

Help and support:

- If you have any questions, please contact the International Mobility Team at international-mobility-team@imperial.ac.uk

After you submit a request, you will have the option to '**Review Request**' and complete the following options:



Follow your request status progress



Cancel or amend your overseas working dates

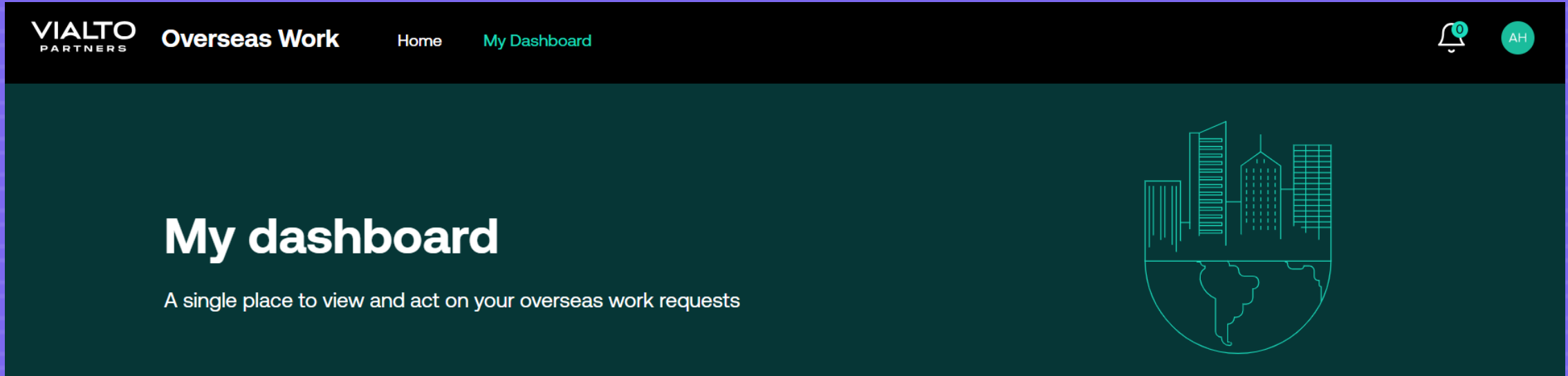


View the 'assessment scorecard', which is the criteria your overseas working request is assessed against







You and your Line Manager will receive an email notification of the outcome of your request submission.

3.0 My Dashboard



‘My Dashboard’ is available from the top menu bar and is a single place to view and act on your overseas working requests. From here you can complete the following actions:


-  Create a new request by following the steps in **2.0 Creating a new request**.
-  Manage a request already submitted for your destination country.
-  View your travel history, including the total cumulative days working overseas and by location.
-  Record any travel not requested as part of overseas working (non-assessed travel).

3.1 Managing a request

You can follow your request status progress, cancel or amend your overseas working dates, and view the ‘assessment scorecard’ – the criteria that your overseas working request is assessed against.

Request overview

[Cancel request](#)[Modify travel dates](#)



Estonia

Travel dates	07/Nov/2024 – 14/Nov/2024
Total days	8
Submitted on	28/Aug/2024
Last updated on	NA

In review with Employer

Status

Your Overseas Work request to Estonia is currently being reviewed by your employer and no further action is required from you. You will receive a follow up email notification with next steps. The current stage of your request is shown below.

Submitted

Vialto Review

Employer Review

Completed

Status

The status will display at which stage your overseas working request is:



Submitted: your request has been received



Vialto Review: An assessment is being carried out



Employer Review: Your request is with the International Mobility team / your Final Approver for a decision



Completed: The outcome of your request has been confirmed and notified to you by email

Assessment scorecard

Your overseas working request details and personal information will be assessed against Imperial’s [International Mobility Framework](#), as well as immigration, income tax, posted workers directive, payroll and social security criteria.

Your personal scorecard will provide further information regarding your obligations and responsibilities, and highlight any low-, medium- or high-risk score actions that require your attention.

Please review and address accordingly. If you need advice or support, Contact the [International Mobility team](#).

Category	Risk Score	Action required
Company Policy	Medium	View details ✓
Immigration	Low	View details ✓
Income Tax	Low	View details ✓
Posted Worked Directive	Low	View details ✓
Payroll	Low	View details ✓
Social Security	Medium	View details ✓

Request information

This section confirms your overseas working request details and personal information that your submitted request is assessed against.

Your travel dates and total days will reflect your time spent overseas.

The anticipated number of days worked abroad is collected for internal purposes only.

3.2 Amending or cancelling a request

From ‘My Dashboard’, click on ‘Manage request’ to either amend the dates of an approved overseas working request that has not yet taken place, or to cancel a request.

To amend your request dates, select ‘**Modify travel dates**’.

If your overseas working destination has changed, please cancel your current request and submit a new request.

To cancel a request, select ‘**Cancel request**’. Once you have cancelled an overseas working request, it cannot be reinstated. You will need to submit a new request.

Request overview

[Cancel request](#)[Modify travel dates](#)

Estonia

Travel dates
Total days
Submitted on
Last updated on

07/Nov/2024 - 14/Nov/2024
8
28/Aug/2024
NA

[In review with Employer](#)

Status

Your Overseas Work request to Estonia is currently being reviewed by your employer and no further action is required from you. You will receive a follow up email notification with next steps. The current stage of your request is shown below.

Submitted — Vialto Review — Employer Review — Completed

Request overview



Greece

Travel dates
Total days
Submitted on
Last updated on

26/Aug/2024 - 31/Aug/2024
6
01/Jul/2024
01/Jul/2024

[Cancelled](#)

Request cancelled This request was cancelled by you on 01/Jul/2024. The information below has been locked.

3.3 Confirming overseas working has taken place

Once the dates for your approved request have passed, please confirm from **‘My Dashboard’** whether your overseas working took place during the travel dates specified. You will receive an email prompt for this action. You cannot change the dates at this stage of the process.

Your overseas working will auto-confirm as having taken place if you do not complete this action. This will have implications for future travel in the same year.



Austria

Travel dates 14/Aug/2024 - 21/Aug/2024
Total days 8
Submitted on 04/Jul/2024
Last updated on 05/Jul/2024

[Manage request →](#)

Not Confirmed



Action required

Please confirm your travel information

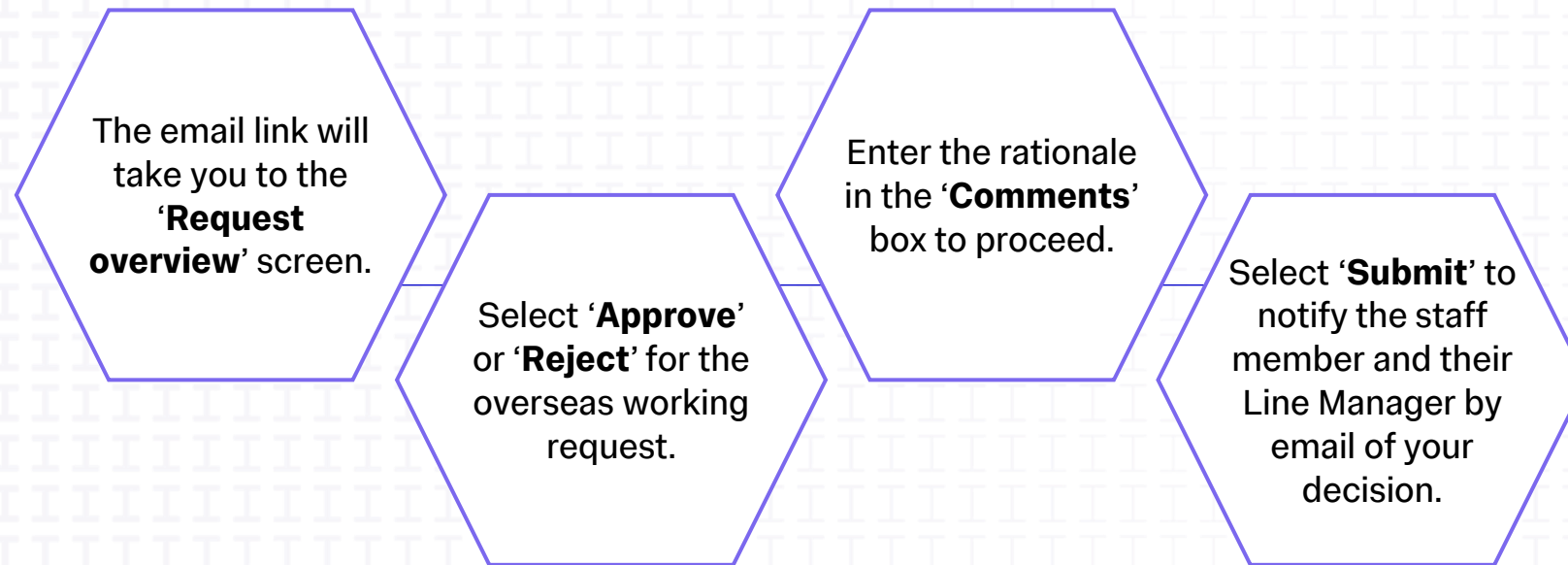
I did not travel

Confirm travel

4.0 Approving/rejecting a request

As a Final Approver for your department, you will receive an email asking you to review and approve/reject overseas working requests submitted by your departmental staff.

If you have not yet created a profile, you will receive a separate email inviting you to do so. Please follow the steps in **1.1 Creating a profile**



Assessment scorecard tab

This is the criteria that the overseas working request has been assessed against.

Request information tab

This is where you can view the complete overseas working request details.

Travel history tab

This section displays the requester's travel details from the past 12 months and reflects the total time spent overseas.

Activity history tab

Any comments added by the International Mobility team regarding this request will be available here.

5.0 Support

For any additional information, please visit the [International Mobility](#) web pages, where you can also find a [video walkthrough](#).

If you have any questions or need support, including technical assistance, please contact the International Mobility team: international-mobility-team@imperial.ac.uk