**Documents to be retained by the College upon commencement of employment**

**(All documents/records in this list can be retained either electronically or paper-based)**

**Do not send to HR Compliance**

|  |  |
| --- | --- |
| **Document type** | **Tick** |
| History of the migrant’s contact details |  |
| A record of absences (e.g. annual leave, special leave etc.) |  |
| Copy of payslips |  |
| Copy of National Insurance number e.g. via payslip |  |
| Copy of satisfactory references (where a new starter) |  |
| Copy of signed contract of employment |  |
| Copy of current passport, certified and dated/timed before employment commences |  |
| Copy of ATAS certificate (if applicable) |  |
| Copy of online right to work check, certified and dated/timed before employment commences  **Note: Contract of employment must not commence before date and time that right to work was checked** |  |

**Visa extensions only**

|  |  |
| --- | --- |
| Copy of new visa application indicating application was submitted before current visa expiry, and Positive Verification from Home Office Employer Checking Service |  |
| Copy of new biometric residence permit (BRP), certified and dated/timed before employment commences |  |