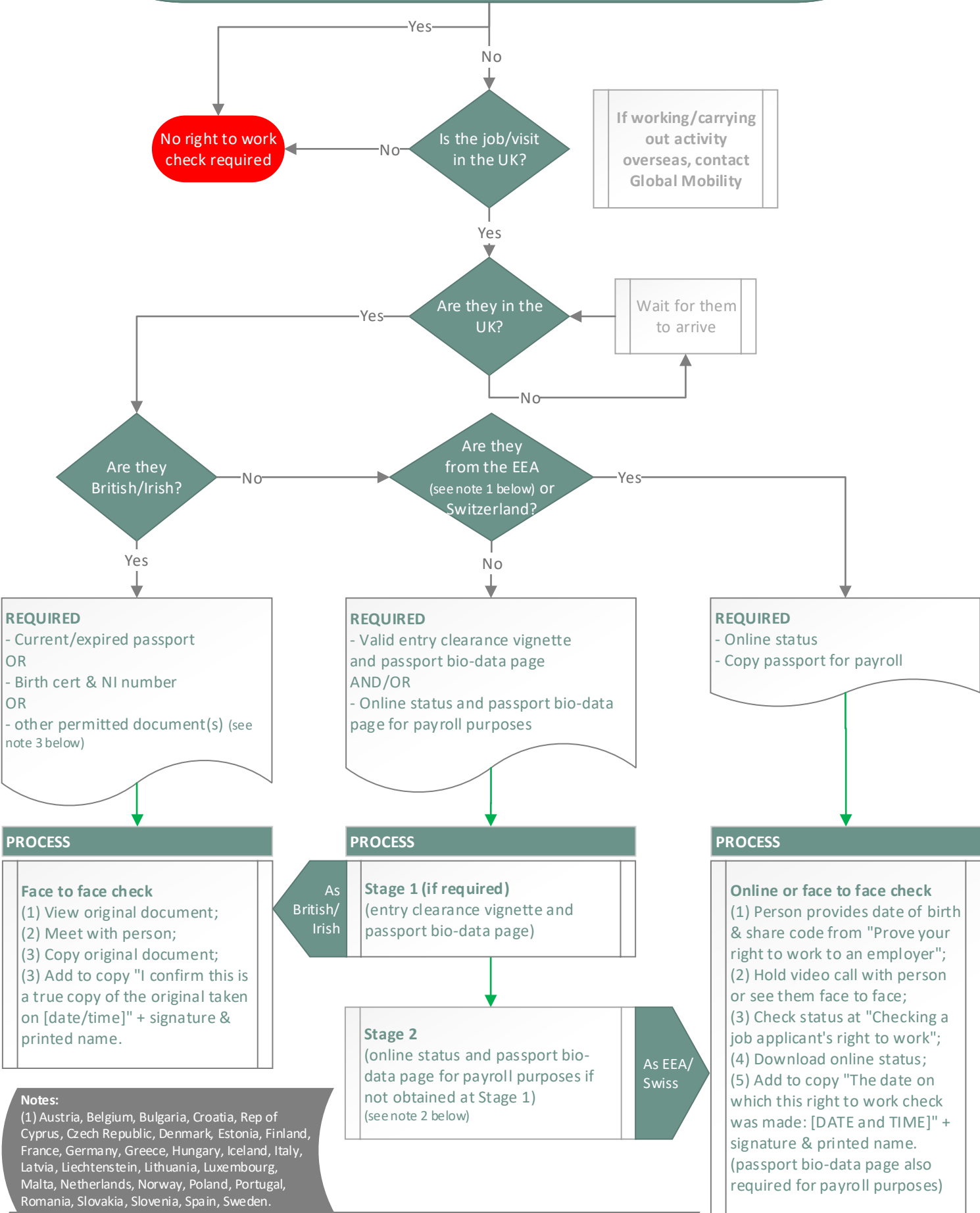# Right to work checks

Do any of the following circumstances apply:
1. Existing employee employed before 1 May 2004;
2. Existing employee moving departments within the University;
3. Returning employee with no break in service (a 'break' is legally defined as being more than 7 days, which must include a Saturday and a Sunday);
4. Worker whose right to work was taken by the Temporary Employment Service (TES) (please verify each case with the Compliance Team in the first instance);
5. Worker registered on Cambridge Casual Worker System (CCWS) who has not been made a leaver/issued a P45;

NEW! 6. Self-employed;
NEW! 7. Visitor to the University who does not hold a GAE (Temporary Work) visa;
NEW! 8. Volunteer at the University;
NEW! 9. Work experience at the University?

— Yes → ↓ No

No right to work check required ← No — **Is the job/visit in the UK?**

If working/carrying out activity overseas, contact Global Mobility

↓ Yes

Are they in the UK? — Yes → ... ← No — **Wait for them to arrive**

↓ (from "Are they in the UK?" Yes branch)

Are they British/Irish? — No → **Are they from the EEA (see note 1 below) or Switzerland?** — Yes →

↓ Yes (British/Irish)   ↓ No (EEA/Switzerland)

REQUIRED
- Current/expired passport
OR
- Birth cert & NI number
OR
- other permitted document(s) (see note 3 below)

REQUIRED
- Valid entry clearance vignette and passport bio-data page
AND/OR
- Online status and passport bio-data page for payroll purposes

REQUIRED
- Online status
- Copy passport for payroll

PROCESS

Face to face check
(1) View original document;
(2) Meet with person;
(3) Copy original document;
(3) Add to copy "I confirm this is a true copy of the original taken on [date/time]" + signature & printed name.

PROCESS

As British/ Irish →

Stage 1 (if required)
(entry clearance vignette and passport bio-data page)

↓

Stage 2
(online status and passport bio-data page for payroll purposes if not obtained at Stage 1)
(see note 2 below)

As EEA/ Swiss →

PROCESS

Online or face to face check
(1) Person provides date of birth & share code from "Prove your right to work to an employer";
(2) Hold video call with person or see them face to face;
(3) Check status at "Checking a job applicant's right to work";
(4) Download online status;
(5) Add to copy "The date on which this right to work check was made: [DATE and TIME]" + signature & printed name.
(passport bio-data page also required for payroll purposes)

Notes:
(1) Austria, Belgium, Bulgaria, Croatia, Rep of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

(2) If the individual is coming to the UK for 6 months or less, they will not have a digital status. The entry clearance vignette should cover the length of their stay (please contact HR Compliance if it does not).

(3) See List A at https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version#manual-check

v4 Mar 2025