Do any of the following circumstances apply:
- Existing employee, employed before 1 May 2004; or
- Existing employee moving departments within the University; or
- Returning employee with no break in service (a ‘break’ is more than 7 days, must include a Saturday and a Sunday); or
- Visitor to the University engaged for less than 30 days in a six month period; or
- Volunteer at the University where engaged for less than 30 days in a Term.

**No right to work check required**

Is the job/visit in the UK?

- Yes
  - If working/carrying out activity overseas, contact Global Mobility
  - Wait for them to arrive

- No
  - Are they from the EEA (see note 1 below) or Switzerland?

Are they from the EEA (see note 1 below) or Switzerland?

- Yes
  - REQUIRED
    - Online status
    - Copy passport for payroll

- No
  - Are they in the UK?

Are they in the UK?

- Yes
  - REQUIRED
    - Current/expired passport; or
    - Birth cert & NI number

  - PROCESS
    - Face to face check:
      (1) View original document;
      (2) Add to copy "I confirm this is a true copy of the original taken on [date/time]" + signature & printed name.
    - OR
    - COVID concession:
      (1) Obtain copy by email;
      (2) Verify by video call;
      (3) Add to copy "Right to work check taken during COVID on [date/time]. HR Compliance approved." + signature & printed name.

- No
  - Are they British/Irish?

Are they British/Irish?

- Yes
  - REQUIRED
    - Current/expired passport; or
    - Birth cert & NI number

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

- No
  - Are they from the EEA (see note 1 below) or Switzerland?

Are they from the EEA (see note 1 below) or Switzerland?

- Yes
  - REQUIRED
    - Entry clearance vignette AND/OR online status
    - Copy passport for payroll

  - PROCESS
    - Stage 1
      Valid entry clearance vignette (passport bio-data page also required for payroll purposes)

  - Stage 2
    Online status follow up check (see note 2 below)

- No
  - REQUIRED
    - Online status
    - Copy passport for payroll

  - PROCESS
    - (1) Person provides date of birth & share code from "Prove your right to work to an employer";
    (2) Hold video call with permission holder or see them in person;
    (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).