

Guidance Notes for Line Managers on their reporting responsibilities associated with the employment of Sponsored Workers

1. Introduction

- 1.1 In order to recruit employees outside UK and Ireland the University is approved by UK Visas and Immigration (UKVI) as an 'A-rated' sponsor licence holder.
- 1.2 In order to maintain our licence to sponsor workers UKVI places a number of reporting duties on the University as an employer. You as a Line Manager of a sponsored worker are required to assist in the implementation of a number of these reporting duties.
- 1.3 These guidance notes have been prepared to assist Line Managers in implementing their responsibilities for having direct line management responsibility for sponsored workers.

2. Reporting duties of the University as a sponsor

- 2.1 The reporting duties of the University as a sponsor include:
 - The University, as a sponsor **must** report to UKVI within 10 days if a sponsored migrant fails to appear on the first day of employment, and if known, provide reasons for why the migrant did not take up their role.
 - If the migrant is absent from work for **more** than 10 days **without the manager's permission**; this must be reported to UKVI within 10 days of the date of the original absenteeism.
 - If the migrant is absent from work without pay, or on reduced pay for more than 4 weeks in total in any calendar year. (Including strike action)
 - If the migrant workers salary or pay is otherwise reduced from the agreed salary at commencement of employment
 - If there are any significant changes to the details of the worker's employment such as a change of job role or core duties, promotion, change of work location (Including hybrid/remote working)
 - On cessation of sponsorship e.g. due to dismissal or resignation, the University, as sponsor, must report this to UKVI within 10 days and should where possible provide details of the new employer.

3. Reporting duties of the Line Manager

- 3.1 The direct reporting to UKVI, on behalf of the University, will be conducted by the Resourcing Compliance Team; however you as the Line Manager **will be required to report to the Resourcing Compliance team** for staff within your area as follows:
 - If a new appointee does not take up their role on the agreed date, and if known, the reason why they have failed to take up the role offered no later than 6 days following their expected date of appointment.
 - If an employee is absent from work, (occasions of annual leave or attendance at conferences or courses are not required to be reported as they will have been agreed by you as their line manager) however absences caused e.g. by sickness or unauthorised absences must be reported **immediately to the Resourcing Compliance team and no later than 6 days** following their first date of absence.

- **If a migrant member of staff is absent from work without your approval you should contact the Resourcing Compliance team immediately and the following procedure should be activated:**
 - You as the line manager should attempt to make contact with the migrant member of staff via the contact numbers they have provided. If contact is made and an explanation provided no further action will be taken unless the migrant states that they do not intend to return to work, in which case the University via the Resourcing Compliance Team will notify UKVI within 10 days.
 - If no contact is made using the contact telephone numbers provided by the migrant member of staff you will arrange a house visit to be carried out either on the first day or at some point on the following day. If contact is made and an explanation provided no further action will be taken unless the migrant states that they do not intend to return to work, in which case the University via the Resourcing Compliance Team will notify UKVI within 10 days.
 - If no contact is made you will arrange to write to the migrant member of staff at the address held on Access XD. If contact is made within 5 working days and an explanation provided no further action will be taken unless the migrant states that they do not intend to return to work, in which case the University via the Resourcing Compliance Team will notify UKVI within 10 days.
 - If the migrant member of staff has not been contacted successfully following the above process the University via the Resourcing Compliance Team will ensure that UKVI is notified within 10 days of the original absenteeism.
- If an employee resigns from their role, a copy of their resignation letter must be forwarded **immediately to the Resourcing Compliance team and no later than 6 days** following receipt of their letter of resignation.

It is essential that you notify the Resourcing Compliance team immediately of any changes. You should note that failure to report any such changes may jeopardise the University's license to employ sponsored workers.

4. Maintenance of Staff Contact Details

- 4.1 As a condition of our sponsor licence the University is required to maintain up to date contact details for all migrant workers which include change of address, change of telephone or mobile numbers.
- 4.2 As a Line Manager should you become aware a member of your staff has moved accommodation, changed their home telephone number or mobile phone number, you are required to remind them they must report this change via the employee dashboard on the portal within **6 days** of any changes in their personal circumstances. This is to ensure records are kept up to date as required by UKVI.

You should be aware that UKVI officials can arrive on campus at any time and we as an employer must be in a position to locate that individual. It is therefore essential that the University has accurate contact details.

5. Reporting Changes



The Sponsored Employees Reporting Form (attached) should be fully completed, signed and returned to the Resourcing Compliance Team via email: resourcing-compliance@ulster.ac.uk without delay once you have been made aware of any changes of circumstances as detailed in this guidance of a sponsored worker.

If you have any queries regarding the Sponsored Employees Reporting form please contact the Resourcing Compliance Team via email resourcing-compliance@ulster.ac.uk