Sponsored employees reporting form

**This form is for reporting changes in circumstances for Skilled Worker/Tier 2 visa holders and when they leave. The changes covered by this form are those that the Resourcing Compliance Team must report to the Home Office. The relevant section(s) should be completed and the form forwarded to the Resourcing Compliance Team along with the relevant documents.**

**As Tier 2 became the Skilled Worker visa route on 1 December 2020 where Skilled Worker is mentioned this includes those who still hold Tier 2 visas.**

**PLEASE NOTE:**

* **Changes must be reported via email** **resourcing-compliance@ulster.ac.uk** **to the Resourcing Compliance Team within 6 days of taking effect**
* **If this deadline is missed changes still need to be reported ASAP and detail provided on the delay in reporting changes**
* **Information provided must be accurate and complete**

Index (tick to indicate completed sections – Sections 1 & 11 must be completed)

****[**Visa holder’s details**](#Section1) Section 1

****[Change in start date](#Section2) Section 2

****[Did not arrive on start date](#Section3) Section 3

****[Change in job details](#Section4) (e.g. job title/ duties/ salary/ hours/ work location) Section 4

****[Unauthorised absence](#Section5) Section 5

****[Authorised unpaid leave](#Section6) Section 6

****[Change in salary due to leave](#Section7) Section 7

****[Left early](#Section8) (e.g. finished early/ resigned/ funding withdrawn/ dismissed) Section 8

****[Change in immigration status](#Section9) (e.g. granted ILR/ other visa/ other nationality) Section 9

****[Left as expected/ in line with visa](#Section10) Section 10

****[**Declaration**](#Section11) (confirmation required before submission) Section 11

If you are unsure whether something needs to be reported or have any queries regarding reporting changes in circumstances for Skilled Worker visa holders please do not hesitate to contact the Resourcing Compliance Team.

Section 1: Visa holder’s details

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name** |  | **Title** (e.g. Dr, Mr, Mrs) |  |
| **First name(s)** |  |
| **Nationality** |  | **Date of birth** |  |
|   | **CoS no.** |  |  |  |  |  |  |  |  |  |  |  |
| **Staff number**  |  |
| **Date when changes took effect (DD/MM/YYYY)** | **D D M M Y Y Y Y** |  |  |  |  |  |  |  |

Section 2: Change in start date [NB when complete go to [Declaration](#Section11)]

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date on CoS**found at the top of the 2nd page of the CoS details pdf  |  | **New Agreed\* start date** |  |
| **Reason for delay:** (e.g. delay in obtaining visa/ delay in booking flights)  |

**\*** New start date should be agreed by visa holder and Faculty/School/Department/People and Culture to

 help avoid further changes.

****PLEASE NOTE: If a Skilled Worker visa holder’s start date is delayed by more than 28 days (from the CoS start date or visa issue date, whichever is later) sponsorship must be withdrawn and their visa cancelled.****

**The start date listed on the Certificate of Sponsorship can be amended before the visa application is submitted. After this point the 28 day limit on any delayed start would apply. **If you have any concerns about meeting the start date listed on the Certificate of Sponsorship please contact the Resourcing Compliance Team as early as possible.****

Section 3: Did not arrive on start date [NB when complete go to [Declaration](#Section11)]

|  |
| --- |
| **Arrived in UK****?** (tick as appropriate) |
| **Visa holder no longer coming to take up role/ visit** (tick if appropriate) | **Start date delayed** (tick if appropriate) |
| **Reason:** | PLEASE COMPLETE [Section 2: Change in start date](#Section2) |

Section 4: Change in job details [NB when complete go to [Declaration](#Section11)]

|  |
| --- |
| **Change(s): 4a. Job Title 4b. Duties 4c. Salary 4d. Hours 4e. Work Location(s)**  (tick all that are appropriate) |
| **Previous Job Title** |  | **4a. Job Title** |
| **New Job Title** |  |
| **Summary of new duties:** [maximum 1,000 characters] (please provide an electronic copy of the new job description/ further particulars)In the case of the addition of teaching duties, please indicate where the individual will initially be undertaking these activities (for example the Faculty or School). |

**If the ATAS (Academic Technology Approval Scheme) applied when the visa holder applied for their visa after 21 May 2021, changes to their duties could mean that they need to apply for a new ATAS certificate. Please discuss any changes in duties with the Resourcing Compliance Team before they are agreed with the visa holder or take effect.**

Section 4: Change in job details (contd.) [NB when complete go to [Declaration](#Section11)]

|  |  |  |
| --- | --- | --- |
| **Previous gross Salary** p.a. |  | **4c. Salary** |
| **New gross Salary** p.a. |  |
| **Reason for change in salary** (e.g. re-grade, change in hours) |
| **PLEASE NOTE: Allowances can no longer be counted as part of salary under the new Skilled Worker rules. Those still holding Tier 2 visas can continue to rely on allowances if these were included as part of their salary when their Tier 2 CoS was issued, but any proposed change of salary would have to meet the new Skilled Worker rules without allowances.** |
| **Previous Hours of Work** (per week) |  | **4d. Hours** |
| **New Hours of Work** (per week) |  |
| **PLEASE NOTE: If a Skilled Worker visa holder were to undertake part-time work their pro-rata salary would still have to meet the relevant salary thresholds. Those still holding Tier 2 visas also have to meet the new Skilled Worker salary thresholds if a change in hours is proposed. Any proposed reduction in hours must be discussed with People and Culture as early as possible.** |
| **Previous Work Location**(s) (incl. postcode)**:** | **4e. Work Location(s)** |
| **Change in Work Location(s)**  **OR Additional Work Location(s)** (tick as appropriate) |
| **New Work Location**(s)**\***  (incl. postcode)**:**  |

**\*** Please clearly indicate which address should be listed as the main work address if this has changed.

Section 5: Unauthorised absence [NB when complete go to [Declaration](#Section11)]

Any unauthorised absence of more than **10 consecutive days must** be reported to the Home Office and will result in the visa being curtailed.

|  |  |
| --- | --- |
| **Date of start of absence or last contact** |  |
| **Reason for/ Circumstances of absence** (if known)**:** |
| **In UK / Outside UK** (if known) |  |

Section 6: Authorised unpaid leave (including strike action) (up to 4 weeks in a year\*) [NB when complete go to [Declaration](#Section11)]

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date of leave** |  | **End date of leave \*** |  |
| **Will visa holder return to full hours/ pay after this period of leave?**  (tick as appropriate)If ‘**No**’ PLEASE COMPLETE [Section 4c. Change in Salary](#Section4) |
| **Reason for unpaid leave:**  |

**\*** A period of unpaid leave of four weeks or more, according to their normal working pattern, during any calendar year (1 Jan – 31 Dec), **whether over one or multiple periods**, is only permitted in the case of Maternity, Paternity, Parental, Shared Parental, Adoption, or Sick leave, assisting with a national or international Humanitarian or Environmental crisis, or taking part in legally organised Industrial Action.

**If unpaid leave for any other reason exceeds one month in a year the University can no longer sponsor the individual and this must be reported to the Home Office which will result in their visa being curtailed.**

Section 7: Change in salary due to leave [NB when complete go to [Declaration](#Section11)]

|  |
| --- |
| **Type of leave:** (tick as appropriate) **Maternity  Paternity  Parental  Shared Parental  Adoption**  **Sick leave**  **Assisting with Humanitarian or Environmental crisis Organised Industrial Action**  **Jury service** **Attending court as a witness** **PLEASE NOTE: that leave to attend for jury service is normally given with full pay so it is unlikely salary would change for a visa holder on jury service or attending court as a witness. Any extended leave for these two purposes however must be discussed with your Line Manager and People and Culture**. |
| **Normal gross Salary** p.a. |  |
| **New reduced rate of pay \***(e.g. Statutory Maternity Pay/ Sick Pay)**\*** please state period – i.e. per day/ per week |  |
| **Start date of reduced rate of pay** |  | **End date of reduced rate of pay** |  |
| **Date of return to full salary \* ⬧** |  |

**\*** If taking period of authorised unpaid leave after period of reduced salary PLEASE COMPLETE [Section 6. Authorised unpaid leave](#Section6).

**⬧** If returning to work under different conditions (e.g. changed/ reduced Hours/ Salary/ Duties) PLEASE COMPLETE [Section 4. Change in job details](#Section4).

Section 8: Left early [NB when complete go to [Declaration](#Section11)]

Leaving early is when a Skilled Worker visa holder leaves their employment with the University before their CoS end date.

|  |  |
| --- | --- |
| **Date visa holder’s employment with the University ended** |  |
| **Has** **visa holder left the UK ?**  (tick as appropriate) |
| **Date left/ leaving the UK** (if known) |  |
| **Reason for early departure:** (e.g. finished work early/ resigned/ funding withdrawn/ dismissed |
| **Last known UK residential address** (incl. postcode) **\*** |  |
| **Personal Telephone number**(s) |  |
| **Personal Email address**(es) |  |

**\*** We are required to include the visa holder’s last known UK contact details when reporting to the Home Office that a Skilled Worker visa holder has left early.

Section 9: Change in immigration status [NB when complete go to [Declaration](#Section11)]

A change in immigration status is when a Skilled Worker visa holder is granted a different category of visa or a different nationality.

|  |
| --- |
| **Granted: different category of visa  OR different nationality**  (tick as appropriate) |
| **Details of new immigration status:** (for example: Global Talent, Student, PBS Dependant, Spouse/ partner, Ancestry, or other visa, Indefinite Leave to Remain (ILR), Pre-Settled or Settled status **OR** British citizenship, [other] citizenship) |
| **Date new visa/ nationality granted** |  |
| **\*\* PLEASE ENSURE THAT AN ELECTRONIC COPY OF THE NEW VISA/ PASSPORT IS PROVIDED**  |
| **Last known UK residential address** (incl. postcode) **\*** |  |
| **Telephone number**(s) |  |
| **Email address**(es) |  |

**\*** We are required to include the visa holder’s last known UK contact details when reporting to the Home Office that a Skilled Worker visa holder has changed immigration status.

Section 10: Left as expected/ in line with visa [NB when complete go to [Declaration](#Section11)]

Leaving in line with their visa is when a Skilled Worker visa holder leaves as expected at the end of their role – i.e. on or after their CoS end date but before or on their visa expiry date.

|  |  |
| --- | --- |
| **Date visa holder’s employment with the University ended** |  |
| **Has visa holder left the UK ?**  (tick as appropriate) |
| **Date left/ leaving the UK** (if known) |  |

When a Skilled Worker visa holder leaves in line with their visa we are not required to report their departure to the Home Office but we still require this information to update and close their file.

The Resourcing Compliance Team requires this form to be completed in order to be compliant with our reporting obligations

Section 11: Declaration [NB when complete remember to tick completed sections in [Index](#Index)]

**This section must be completed and dated before submission.**

**PLEASE NOTE:**

* **Changes must be reported to the Resourcing Compliance Team within 6 days of taking effect**
* **If this deadline is missed changes still need to be reported asap**
* **Information provided must be accurate and complete**

**Please remember to tick the** [**Index**](#Index) **as appropriate to indicate the completed sections**

**By completing this declaration and submitting this form via email you, or the named individual, are confirming that the information and supporting documents provided are, to the best of your knowledge complete, true and correct.**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Position** |  |
| **Date** |  |
| **Faculty/School/Department** |  |
| **Telephone**  |  |
| **Email** |  |

**This form covers the changes which must be reported to us in order that we can in turn report them to the Home Office. If you have any queries regarding reporting these or other changes in circumstances for Skilled Worker/ Tier 2 visa holders please do not hesitate to contact us.**

Thank you.

**Resourcing Compliance Team**

resourcing-compliance@ulster.ac.uk