Tier 2 Employee Responsibilities

Congratulations on securing your new role with the University of Southampton. We are delighted to welcome you and look forward to supporting you during your time of employment with us. As you are joining us from outside the European Economic Area (EEA) and Switzerland, the University of Southampton is sponsoring you to work for us in the UK (on a Tier 2 visa).

As a licenced sponsor, the University is required by law to ensure the UK Visas and Immigration (UKVI) are informed of any changes to your situation whilst we are sponsoring you.

Please ensure you familiarise yourself with the following important information:

Personal details

Please ensure that you keep your personal details up to date during your employment, using the MyHR system here: MyHR. You must keep your address, telephone number and other contact details up to date with HR whilst you are in the UK, as this is a UKVI requirement.

Changes in circumstances

The University is required by law to report any change to the UK Visas and Immigration (UKVI) within 10 days of the change - failure to do so may result in the visa being withdrawn.

All employees are required to advise their Line Manager and HR of any changes to their personal circumstances. These include:

- An amendment to visa status - including being granted settlement (also known as Indefinite Leave to Remain)
- Change of core duties/job title
- Change of salary (increase or decrease)
- Change of hours (increase or decrease)
- Change in work location (domestic or overseas)
- Periods of absence (including Maternity/Adoption/Shared Parental/Paternity leave)
- Employment affected by TUPE
- There is information which suggests a breach in the conditions of leave in the UK

Please contact HR immediately with this information via Service Now.

Please note a Certificate of Sponsorship (COS) is assigned to a Standard Occupational Classification (SOC) Code, which is directly related to your core duties. When a change in circumstance requires a change of SOC Code, a new COS will be required.

Absence

All employees are required to follow the correct process of notifying your Line Manager and HR when reporting absence or requesting annual leave. Please make sure you understand the correct process to follow by clicking the following links:
Sickness Absence / Annual Leave

If you are unable to attend work at any time during your employment, you must contact your line manager who then needs to inform HR immediately with reasons for the non-attendance.

It is important to let your line manager know immediately, as the University is required by law to inform the UKVI of any periods of absence. This could impact your permission to remain in the UK.

Reviewed and updated November 2017
Leaving the University

If you leave the University, before the end date stated on the COS, we are required to let the UKVI know within 10 days of the leave date. It is important to ensure that HR is informed as soon as possible, if you are intending to leave the University before the end date stated on the COS.

If you require further information or have any questions, please contact Ask HR on 023 8059 7547 or askhr@soton.ac.uk.