Guidelines

Title: Line Manager Responsibilities for International Employees

From: HR/Recruitment
Date: 15 September 2015

We (the University of Southampton) are a truly international institution and we are obliged to meet certain requirements in line with relevant UK Government legislation.

As a line manager of international employees, particularly those who have a certificate of sponsorship (COS) under Tier 2 and Tier 5, you will need to be aware of the following important information;

1. Advising of changes in circumstances

We ask all employees and line managers to advise Human Resources (HR) of any changes to personal circumstances. These include:
- An amendment to visa status. Please bring any original documents for verification to HR.
- Change of job role
- Change of salary (increase or decrease)
- Change in working hours (increase or decrease)
- Change in work location (domestic or overseas) or
- There is information which suggests a breach in the conditions of leave in the UK.

Please contact HR immediately with this information either via your HR Manager or www.southampton.ac.uk/ithelp. We (HR) are required to report this change to the UK Border Agency within 10 days of the change.

Please note a COS will be assigned to a Standard Occupation Code (SOC) which is directly related to the job title. When a change in circumstance requires a change of SOC Code we may need to apply for a new COS and incur the relevant cost of this.

2. Reporting absence

All University employees follow a code of practice for absence and annual leave, and further information is available from our employee webpages at Recording Absence.

If a worker is absent from work without reasonably granted permission for more than 10 working days, please report this to HR immediately. We (HR) are required to report any absences within 10 days to the UKBA. This may impact on the employee’s permission to remain in the UK.

If a new employee is not able to attend work on their first day, please advise HR immediately with reasons for the non-attendance.

3. Resignation/retirement/dismissal

Where an employee has a COS and their contract of employment with us ends, we (HR) are required to report this to the UK Border Agency within 10 days of the change.

If you require further information please contact your Recruitment Assistant, HR Manager or HR Triage on 023 8059 2421.

This policy should be read in conjunction with the GOV.UK guidance.
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