Guidelines: Line Manager Responsibilities - Tier 2 Employees

From: Human Resources - Recruitment  Date: November 2017

The University of Southampton is a truly international institution and we are obliged to meet certain requirements in line with relevant UK Government legislation.

As a line manager of an employee with a Tier 2 Certificate of Sponsorship (COS), sponsored by the University of Southampton, you will need to be aware of the following important information:

Advising of 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to the UK Visas and Immigration (UKVI) within 10 days of the change - failure to do so may result in the visa being withdrawn.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 Tier 2 employees and their line managers must advise HR of any changes to 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 in working 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 COS is assigned to a Standard Occupational Classification (SOC) Code, which is directly related to the core duties. When a change in circumstance requires a change of SOC Code, a new COS will be required.

Reporting absence

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

If a Tier 2 employee is absent from work without reasonably granted permission for more than 10 working days, please report this to HR immediately. The University is required to report any absences within 10 days of the 10th day of absence to the UKVI. 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.
Leaving the University

If a Tier 2 employee leaves their employment with the University before the end date stated on the COS, the University is required to report this to the UKVI within 10 days of the leave date. Please ensure that you notify HR immediately if the employee is intending on leaving.

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