Guidelines - Tier 4 breach of working hours

From: Human Resources (UniWorkforce) & Student Visa and Immigration  Date: May 2018

Introduction:
The University applies strict working restrictions on Tier 4 students in line with UK Visa and Immigration (UK VI) regulations. Any breach of working hours will not be tolerated and in accordance with Tier 4 sponsor licence requirements, the University must notify the Home Office if it becomes aware a Tier 4 student is breaking conditions of their permission to stay in the UK.

Working hours are declared by the worker on timesheets which are signed off by the line manager and in Faculties, Faculty Finance, before being sent to Payroll for processing.

The following guidelines show responsibilities and the process the University will undertake.

Responsibilities:
- The student is responsible for working within their Tier 4 visa restrictions
- The line manager is responsible for ensuring Tier 4 students are not offered work that is outside of their working restrictions.

Process:
- The Tier 4 student fills out a timesheet to claim for the hours worked. They must declare any hours that they have worked elsewhere. This could be within the University or externally. If the hours exceed 20 in a week a warning message will appear.
- The timesheet authorisers (line manager and faculty finance) will not authorise any timesheets that show a warning message without clarification that the working hours are allowed.
- Payroll will check timesheets received and send any with a warning message direct to UniWorkforce for investigation.
- UniWorkforce will check the visa limitations, term dates and annual leave records (for postgraduate students), uploading the relevant evidence to their HR record.

Actions
If it is found a student has breached their working limitations they will be reported to the Associate Director, Student and Academic Administration or nominee. In addition they will not be paid for the hours worked and their casual worker permit will be removed with immediate effect and their HR record closed. They will not be able to work for the University in any capacity whilst they are still on a Tier 4 visa. The Associate Director, Student and Academic Administration or nominee will hold a meeting with the student involved and where necessary report the breach to UK VI.
| Last updated: | May 2018 |
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