

Line Manager Responsibilities for Skilled Worker and Tier 2 employees

As a line manager of an employee with a Tier 2 or Skilled Worker Certificate of Sponsorship (COS), sponsored by the University of Southampton, you need to be aware of the following important information and your responsibility to report promptly and accurately to HR any changes to the employee's circumstances.

The University is required to report changes in circumstance for a sponsored employee to UK Visas and Immigration (UKVI) **within 10 working days of the change**. Failure to do this will result in the visa being withdrawn and the University terminating the employment of the visa holder. The process for reporting changes in circumstance of Tier 2/Skilled Worker visa holders is rigorous.

Changes in circumstances

All Tier 2/Skilled Worker employees and their line managers **must** advise HR via [ServiceNow](#) of any changes to personal circumstances, as soon as you know of the change, or potential change, including:

- Any **amendment to visa status** - including being granted settlement in the UK (Indefinite Leave to Remain)
- New **Biometric Residence Permit (BRP)**
- **Change of name**
- Change to core **duties** and/or **job title**
- Change to subject area of research (as a new [ATAS certificate](#) may be required)
- Decrease to salary/payments/allowances
- Change to **weekly working hours** (increase or decrease)
- Change of **work location** (UK or overseas) whether short term or long term and including hybrid working
- **Secondment** (as part of existing sponsored job) resulting in a change of address, report start and end dates of secondment as soon as the details have been agreed
- Employment affected by transfer to another organisation (TUPE)
- Anything that might suggest a breach in the conditions of the visa

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.

Absence

As the line manager, you must approve all absence requests. The absences must then be recorded with HR via the applicable method:

- **Non-attendance on first day of work:** If a new employee is not able to attend work on their first day, advise HR immediately via [ServiceNow](#), include reasons for the non-attendance (if known).
- **Absent from work without reasonably granted permission for more than 10 working days:** Report to HR immediately via [ServiceNow](#). 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.
- **Non-attendance:** If unable to attend work at any time during employment, an employee must contact you, as their line manager, on or before the first day of absence with reasons for the non-attendance. You, as the line manager, must then report to this to HR via [ServiceNow](#).

The University is required by law to inform the UKVI of any periods of absence, a delay in reporting could impact their permission to remain in the UK.

- **Sickness, annual leave:** The employee must submit the request through [MyView](#). You must approve and ensure the correct process is followed. Guidance here [Sickness Absence / Annual Leave](#)
- **Family friendly leave** including maternity, adoption, shared parental and paternity leave: Record via [Service Now](#)
- **Business travel:** The employee must submit as 'Other Paid Absence' through [MyView](#), stating the reason for travel and destination in 'Comments' field. This is required if employee applies for Indefinite Leave to Remain.

Extension to contract

- HR will initiate the end of fixed-term contract process 6 months prior to the employee's fixed-term contract end date.
- Both you and the employee will receive regular notifications in the lead up to the expiry date, unless the contract is extended.
- You must inform HR of extension details via [Service Now 'Extension to Fixed Term Contract' form](#) as soon as possible and at least four weeks prior to the contract expiry date. This timeline is essential to ensure the visa extension and continuity of employment can be achieved.
- For exceptions, where your extension to fixed term contract is raised less than four weeks from end of contract, also email AskHR@soton.ac.uk to alert HR to your late request.
- Costs paid by the University (e.g. COS and Immigration Skills Charge, where applicable) continue to be charged to the relevant School/Department.

Supplementary Employment

Staff sponsored under the Tier 2 / Skilled Worker route are permitted to undertake Supplementary Employment subject to the following restrictions and checks:

- Maximum of 20 hours per week; **and**
- Must take place outside of normal working hours for the job for which the Certificate of Sponsorship was assigned; **and**
- Individual must continue to work in the job which you are being sponsored for; **and**
- The work is in an [eligible SOC 2020 occupation code](#)

A sponsored member of staff must not undertake Supplementary Work with the University until all required additional checks have been made.

Leaving the University

It is important to ensure that HR is informed as soon as possible if the employee intends to leave the University before the work end date stated on the COS. This is so that HR can inform the UKVI within 10 working days of the leave date. To report the leaving details, please use the [HR Leaver/End of Contract Form](#)

Personal details

The employee is responsible for keeping their personal details up-to-date during their employment, using [MyView](#). Prompting an employee to do so is beneficial to ensure University compliance. The following details must be updated promptly when any change occurs:

- Address
- Telephone number
- Personal email address
- All other contact details

Some changes must also be reported to the Home Office directly by the employee, details: [Report a change of circumstances if you have a visa or BRP: You're in the UK and have a BRP - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-change-of-circumstances-if-you-have-a-visa-or-brp-youre-in-the-uk-and-have-a-brp)

Need advice?

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

Document version control

Policy/governance	UKVI legislation: Maintenance of Sponsored workers		
Reference	Sharepoint/HR Operations Process and Instructions / Right to Work and Visas / Tier 2 & Skilled Worker Route / HR Guidelines / Guidelines on HR Website		
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Document History		
Version	Date	Change
1.0	July 2020	First draft
2.0	January 2021	Include reference to Skilled Worker visa name
3.0	June 2021	Include change of subject area due to ATAS
4.0	September 2021	Include information for Supplementary work
5.0	April 2023	Include Hybrid Working within change to work location reporting
6.0	June 2023	MyHR to MyView (link update) Clarification that 'Secondment' must be part of existing job
7.0	April 2024	Include change to supplementary work conditions