**Coronavirus (COVID-19): right to work checks**

**Guidance for Schools and Services Appointing Staff to the Part-time Hourly Paid Pool**

Right to work checks have been temporarily adjusted due to coronavirus (COVID-19).

The following temporary changes have been made:

* Checks should now be carried out over video calls
* New pool applicants and existing workers can send scanned documents or a photo of documents for checks using email or a mobile app, rather than sending originals

Checks continue to be necessary and you must continue to check the prescribed documents listed in the [Right to Work Checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf). It remains an offence to knowingly employ anyone who does not have the right to work in the UK.

**Conducting a right to work check during the temporary COVID-19 measures**

* Ask the individual to submit a scanned copy or a photo of their original documents to you via email with their completed Pool pack
* Once you have received this, arrange a video call with the individual – ask them to hold up the original documents to the camera and check them against the digital copy of the documents
* Record the date you made the check and mark the scanned copy as “adjusted check undertaken on [insert date] due to COVID-19”
* Add name and signature to each copy taken
* Email your completed Pool pack including your completed right to work check to HRPool@hud.ac.uk
* If the worker has a current Biometric Residence Permit or Biometric Residence Card\* or status under the EU Settlement Scheme you can use the [online right to work checking service](https://www.gov.uk/view-right-to-work) while doing a video call - the applicant must [give you permission to view their details](https://www.gov.uk/prove-right-to-work)
* If the pool applicant or existing worker has a current Biometric Residence Permit or Biometric Residence Card or status under the EU Settlement Scheme and cannot show their documents:

Please email HRPool@hud.ac.uk and we will work with you to find out if we can apply for a Positive Verification Notice for the employee, to enable them to work, whilst their documents are being processed by the UKVI.

***\*From 6 April 2022, certain visa holders will not be able to use their physical card to demonstrate their right to work but will need to use the Home Office checking service instead. Please refer to the*** [***Right to Work Checks Guidance***](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_to_Work_Checks_Guidance.pdf) ***for more information.***

**After the COVID-19 measures end**

You will not be required to carry out retrospective checks on those who had a Covid-19 adjusted check between 30 March 2020 and 30 September 2022 (inclusive).



**STUDENT EMPLOYMENT REINSTATEMENT PACK**

**Authorisation Form**

Please note that students are not eligible to work until this pack has been completed and their record has been reactivated on the pool system. Any work undertaken prior to being reinstated, will not be paid.

Please ensure you are using the most up to date pack, these packs can be downloaded via the pool system at <http://hrsystems/pooldb/poolpacks.php> Please include all documentation listed below, as any incomplete packs/out of date packs will be returned and could lead to a delay in processing the contract.

I confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NAME OF STUDENT) meets all the eligibility to work criteria and has provided all the required documentation to be reinstated into the Hourly Paid Pool***.***

Enclosed with this authorisation form is the required documentation below:

* Completed and signed personal details form
* Completed and signed student working hours form
* Completed bank details form/HMRC information
* Copy of the current term dates
* Signed and dated copy of the student’s current ID card showing their course end date (card must be in date)
* Signed and dated right to work documentation (as per the [right to work check guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf))

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| --- |
| **TO BE SIGNED AND DATED BELOW BY AN AUTHORISED SIGNATORY:** |
| **Signed:** | **Date:** |
| **Name (printed):** |

Once complete, the School/Service contact should email this pack to HRPool@hud.ac.uk

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| ***HR USE: not to be logged into the pool, to be given to Senior HR Officer*** |
| **Address & bank details checked** | ❑ |
| ***Reinstated into the pool*** | ❑ |

Please complete all boxes below as fully as possible.

|  |
| --- |
| ***PERSONAL DETAILS (TO BE COMPLETED BY STUDENT)*** |
| Surname: |  |
| Full Forename(s):(including Title) |  | Dr/ Mr/ Mrs/ Miss/ Ms/ Mx*Please circle as appropriate* |
| Full Postal address:(the address you provide will be used for all correspondence sent to you, eg contract, payslips etc) |  |
| Post Code: |  |
| Contact telephone number: |  |
| Student e-mail address: |  |
| Student ID number: |  |
| Date of Birth: |  |
| ***COURSE DETAILS (TO BE COMPLETED BY STUDENT)*** |
| Course Level (please tick): | □ Undergraduate | □ Masters Level | □ Doctoral Level | □ Other |
| Course Title: |  |
| Course end date: |  |

I confirm that the above information is correct and I have answered all questions accurately.

Signed: ……………………………………………………………. Date: ………………………………………

**STUDENT WORKING HOURS**

The arrangements for different groups of students are as follows. Term times are as stated on the table enclosed. Please use the tick boxes below to inform us of the type of course you are studying at the University.

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| --- |
| **Undergraduate Students****FULL AND PART TIME** undergraduate students must not be employed for more than 15 hours per week in total across the University during term time. Outside of term time the standard working week of 37 hours applies.**FULL TIME [ ]  *tick if this applies to you* PART TIME[ ]  *tick if this applies to you***  |

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| **Taught Postgraduate Students****FULL TIME** taught postgraduate students(outside the dissertation stage) must not be employed for more than 15 hours per week during term time. Outside of term time for the Christmas and Easter vacations the standard working week of 37 hours applies. The summer vacation period is the dissertation period and employment must not exceed 15 hours per week during this time.***[ ]  tick if this applies to you*****PART TIME** taught postgraduate students may be employed for up to 37 hours per week but must attend all taught provision and any other course requirements. ***[ ]  tick if this applies to you***\****Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*** |

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| **Research Postgraduate Students****FULL TIME** research postgraduate studentsdo not operate across terms. There are no vacation periods for postgraduate research students; however they may take 35 days’ leave per year. They must not be employed for more than 15 hours per week in total across the University, however during their leave periods they may work up to 37 hours per week in any week of leave taken. ***This is subject to confirmation of leave from their supervisor being received by Human Resources.******[ ]  tick if this applies to you*****PART TIME** research postgraduate students may be employed for up to 37 hours per week but must attend any compulsory elements e.g. research seminars or skills development sessions. ***[ ]  tick if this applies to you***\****Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*** |

***\*UKVI changes effective 11 January 2018 applicable to Tier 4/Student visa’s issued after this date***

*Please note that the above restrictions on student working hours in the University will be strictly enforced and you may not receive payment for any hours worked exceeding the permitted limits. Any breach of the permitted limits may result in your permanent removal from the Student Employment Pool.*

**I accept and understand the restrictions on my working hours as outlined above.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BANK DETAILS FORM / HMRC INFORMATION**

Please complete the following details to enable credit of your salary to your bank or building society account. Incorrect details could delay payment.

|  |  |  |
| --- | --- | --- |
| Full Name: |  | Dr/ Mr/ Mrs/ Miss/ Ms/ Mx*Please circle as appropriate* |
| N.I. Number: |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Bank/Building Society Name: |  |
| Bank/Building Society Postal Address: |  |
| Bank Sort Code: |  |  |  |  |  |  | Account Number: |  |  |  |  |  |  |  |  |
| Account name: |  |
| Roll Number with Building Society (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

­­­­­­­­As a new employee, the University needs the following information to tell HMRC about you and help them use the correct tax code. Please complete the details below.

Please select only one of the following statements, A, B or C.

 **A □** This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

 **B □** This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

 **C □** As well as my new job, I have another job or receive a State or Occupational Pension.

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**Student Loan Student Loan Plans**

1. **Do you have a student loan which is not fully repaid? 3. What type of Student Loan do you have?**

Yes □ If yes, go to question 2 Plan 1 □

No □ If no, go to question 4 Plan 2 □

1. **Are you repaying your Student Loan direct to the Student 4. Did you finish your studies before the last 6 April?**

**Loans Company by agreed monthly repayments?**

Yes □ If yes, go to question 4 Yes □

No □ If no, go to question 3 No □

*(You will have a Plan 1 Student Loan if you lived in Scotland or Northern Ireland when you started your course or you lived in England or Wales and started your course before September 2012. You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012).*

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| Signed:  | Date: |

***UNIVERSITY OF HUDDERSFIELD – TERM AND VACATION DATES (for information purposes)***

**The University is required to obtain evidence of student’s academic term and vacation dates in order to establish and retain the statutory excuse when employing students and to ensure students adhere to the Student Employment Policy.**

**Please note these term times and return a copy of this sheet with the completed pool pack so that it can form part of the pool file.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020/2021** | **2021/2022** | **2022/2023** |
| **Autumn Term**  | **Monday 21 September to****Friday 18 December** | **Monday 20 September to Friday 17 December** | **Monday 19 September to Friday 16 December** |
| *Christmas Vacation* | **Saturday 19 December to Sunday 10 January** | **Saturday 18 December to Sunday 9 January** | **Saturday 17 December to Sunday 8 January** |
| **Spring Term**  | **Monday 11 January to** **Friday 26 March** | **Monday 10 January to Friday 8 April** | **Monday 9 January to** **Friday 24 March** |
| *Easter Vacation* | **Saturday 27 March to****Sunday 18 April** | **Saturday 9 April to** **Sunday 1 May** | **Saturday 25 March to Sunday 16 April** |
| **Summer Term**  | **Monday 19 April to****Friday 9 July** | **Monday 2 May to** **Friday 8 July** | **Monday 17 April to****Friday 7 July** |
| *Summer Vacation* | **Saturday 10 July to****Sunday 19 September** | **Saturday 9 July to** **Sunday 18 September** | **Saturday 8 July to** **Sunday 17 September** |

**Evidencing your Right to Work in the UK**

We are required to obtain proof of your eligibility to work in the UK therefore it would be appreciated if you could provide an electronic copy (scan/photo) of any current eligibility you have to work in the UK (e.g. UK/Irish passport, birth certificate, BRP).

Our [Right to Work Checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) confirms which documents are acceptable when evidencing eligibility to work in the UK. In some cases, you may be required to provide a combination of documents for example, a birth certificate must be provided with evidence of your NI number.

Please ensure that any copies you send through capture the whole page or document so no edges or text is missing and that your copies are clear and not distorted.

If you do not currently have eligibility to work in the UK please send a copy of your passport.

Please send copies of your right to work documentation to the School/Service who are appointing you and who have provided you with this pack.

***Please note that driving licences cannot be accepted as proof of eligibility to work***