



# THE UNIVERSITY *of* EDINBURGH

## Guidance - Use of the Skilled Worker Checklist in People and Money

Since the People and Money system went live in November 2020, there has always been a sponsorship checklist to manually assign to sponsored workers during onboarding. From 1<sup>st</sup> June 2022 this checklist has been renamed to the Skilled Worker Checklist (previously the Sponsored Worker Checklist). The purpose of this document is to remind line managers and SDAs of their obligations to allocate the checklist to ensure a consistent and compliant process for sponsored workers.

### Background

As a UK Visas and Immigration (UKVI) licensed sponsor, it may be possible for the University to sponsor a prospective employee who does not currently have the right to work in the UK. The University can do this by issuing a Certificate of Sponsorship (CoS), which allows the individual to apply for a visa to work. A CoS is not an actual paper document, but provides a number that an international worker can use when applying online for a visa. However, there are a number of criteria to meet and procedures to follow before a CoS can be issued.

Further information regarding University sponsorship is available [here](#).

### Obligations during Recruitment and Onboarding

During the recruitment process there is an obligation to carry out the appropriate Right to Work checks. Right to Work checks should be carried out during or as soon after interview as possible. Further information is available [here](#). Any offers made to the successful candidate (whether this be verbal or in writing) must be subject to the candidate demonstrating their right to work in the UK or being eligible or meeting the required criteria to apply for the necessary visa to take up the job.

If the candidate you have offered requires a CoS then the following steps must be followed:

#### At Offer Stage

- **Setting a reasonable start date** if a visa application is required. In the case of a University sponsored visa, it can take up to **9 weeks to complete the process**, i.e. from requesting and assigning the Certificate of Sponsorship to the visa being granted.
- Consideration must also be given as to whether the person you are offering the position will require an ATAS (Academic Technology Approval Scheme) certificate, (sponsored employees, i.e. those on Skilled Worker/Tier 5 sponsored researcher visa and visiting researchers). Inclusion of this information in the offer letter is important (and is provided on the offer letter templates). Further details of this can be found on the [Skilled Worker webpage](#).

#### Once Offer Accepted /Add Pending Worker fully approved in People and Money

- **You must manually assign the Skilled Worker Checklist in People and Money.**

This is applicable to anyone applying for a Certificate of Sponsorship for a Skilled Worker visa. The checklist will guide managers, school/department administrators, HR Operations and the sponsored worker through the tasks that must be completed to successfully onboard the new employee. Guidance on how to allocate the checklist is available

within the People and Money user guide [‘How to allocate checklists and tasks’](#). A summary of the tasks, owner and the sequence of these is outlined below.

Each task in People and Money will provide detailed information to the task owner of the steps they are responsible for and what information they may need to provide. Please note that managers must check the bell icon in People and Money regularly to keep up to date with outstanding tasks – they will not receive system notifications.

## Request for Contract

**Before the Request for Contract task can be completed for any worker, the SDA/line manager must ensure that the following verified copies of Right to Work documentation is uploaded to Documents of Record (DoR) for the worker. Without this the contract cannot be processed.**

For sponsored workers the following must be uploaded:

- **PDF** resulting from an on-line employer check or copy of visa/vignette in passport
- Passport
- Evidence that the individual’s date of entry to UK was after the start date of the visa (e.g. entry stamp on vignette, boarding card, travel tickets)
- The completed University Right to Work Checklist

## Skilled Worker Checklist

Please note the performer is the primary person who completes the task, and the owner is the person responsible for the performer completing the task, can also reassign this if required. Owners can also complete tasks on behalf of performers.

Task in Sponsored Worker Onboarding Checklist	Performer	Owner	Sequence	Notifications and Reminders	Notes
Submit certificate of sponsorship (COS) request form to HR	School/Dept Administrator	Line Manager	1	Task Performer, once after 7 days	Provides guidance to start the process for applying for a CoS
Upload Certificate of Sponsorship (COS) confirmation letter	HR Operations	School/Dept Administrator	2	Notify performer when assigned and owner on completion	Letter will be uploaded to Sponsored Workers Document of Record
For Information: CoS application processed	School/Dept Administrator	Line Manager	3	Notify Performer when Task Assigned	Notifies SDA and Line Manager that the CoS letter has been issued and provides access to a copy
Here is your Certificate of Sponsorship (COS) number	Worker	School/Dept Administrator	3	Notify Performer when Task Assigned	Confirms that the University is able to sponsor employment and provides details of next steps
Review and eSign terms of Interest Free Visa Loan	Worker	School/Dept Administrator	4	Notify Performer when Task Assigned	Provides information on how to start the visa loan process

Submit your interest free visa loan application	Worker	School/Dept Administrator	5	Notify Performer when Task Assigned	Application form for the Visa Loan process, once completed triggers next step for HR Operations
Visa Loan application needs processing for new hire	HR Operations	HR Operations	6	Notify Performer when Task Assigned	Prompts action for HR Operations
Confirm when you have received your VISA and let us know the start date	Worker	School/Dept Administrator	7	Notify performer when assigned and owner on completion	Once completed will alert Line Manager/SDA to check the start date on CoS
Visa received: What needs to happen before day 1	School/Dept Administrator	Line Manager	8	Notify Performer when task assigned	Prompts the SDA/Line Manager to check the start date on the CoS and obligations before day 1
Entering the UK and preparing for your arrival	Worker	School/Dept Administrator	8	Notify Performer when Task Assigned	Provides guidance to the sponsored worker on relocating to the UK and other considerations
Upload verified copies of visa (vignette) or online PDF and Passport	School/Dept Administrator	Line Manager	9	Notify Performer when Task Assigned	Only once this step is complete can the request for contract be submitted.
Sponsorship responsibilities during your employment	Worker	Line Manager	10	Notify Performer and Owner when task assigned. Reminder after 14 days.	Information for Sponsored Worker.
Manager Responsibilities for Sponsored Staff	School/Dept Administrator	Line Manager	10	Notify Performer and Owner when task assigned	Information for Line Managers/SDA
Input Certificate of Sponsorship (COS) number and Standard Occupational Classification (SOC) Code	HR Operations	HR Operations	10	Notify Performer when Task Assigned	Prompt for HR Operations to update People and Money.