



**St Mary's
University
Twickenham
London**

Temporary Right to Work Checks During COVID-19

The Government has enabled us to temporarily adjust our Right to Work (RTW) checks due to COVID-19. This is to make it easier for us to carry them out during these temporary restrictions to our working life.

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

Individuals who are joining St Mary's on a permanent or fixed-term contract of employment, will be asked by HR to submit a scanned copy, or a clear & unobstructed photo, of their original Right to Work (RTW) documents via email.

1. HR will arrange a video call with the new starter – asking them to hold up the original document to the camera to check it against the stored digital copy
2. The scanned copy will then be stored with the below information added -
 - a. "I have followed the adjusted Right to Work check process due to COVID-19"
 - b. Date
 - c. Signature

If the New Starter is not on a Permanent/Fixed-Term contract (e.g. a casual or HPA worker) then the Hiring Manager will need to conduct the above check, and send this to the HRHelpdesk.

Detailed advice relating to HPA's is given in the table in Appendix 1, and splits the process between Returning HPA's (those who worked with us in the last academic year) & New HPA's (those who didn't work with us in the last academic year) to help make the process as efficient as possible.

Return to Campus

In accordance with gov guidelines, the University is required to conduct retrospective checks on RTW documents presented by new starters who joined during the temporary COVID-19 measures.

New starters who are visiting Campus for the first time must bring their RTW evidence with them, so a retrospective check can be conducted.

This retrospective check will require either their Line Manager or HR to verify and scan the original Right to Work document with the below information added:

- "I can confirm that the document is authentic and of likeness to the individual"
- Date
- Signature

This must be emailed over to the HRHelpdesk for appropriate storage.

If you have any questions on any of the above, please contact HRHelpdesk@stmarys.ac.uk

Appendix 1

| Returning HPA's | New HPA's |
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| <ol style="list-style-type: none"> 1. Individual submits their RTW evidence from a known and confirmed contact email address. If this evidence matches the likeness of the individual and that evidence was submitted/physically seen last year then proceed onto step 2. If not, then please follow the process for a New HPA. 2. Line Manager/Faculty/Department Administrator signs and dates as per the below guidelines, and saves the verified RTW in the HPA shared folder. 3. The HPA should bring their original RTW evidence on their first day on campus to be authenticated, scanned, signed by their Line Manager/Faculty/Department Administrator and saved in the HPA shared drive. <p>This final step must be conducted within 8 weeks of COVID-19 measures ending.</p> | <ol style="list-style-type: none"> 1. New HPA submits a scanned/clear picture of their RTW Evidence to Line Manager. 2. Line Manager will arrange a video call with the new HPA – asking them to hold up the original document to the camera to check it against the scanned copy. 3. After this has been done and the Line Manager can confirm that the scanned copy is of likeness to the individual, without any restrictions and in-date, then they sign this as evidence as per the scanned copy steps. 4. Save in the HPA shared drive, with other pre-employment information. 5. The New HPA should bring their original RTW evidence on their first day on campus to be authenticated, scanned, signed by their Line Manager/Faculty/Department Administrator and saved in the HPA shared drive. <p>This final step must be conducted within 8 weeks of COVID-19 measures ending.</p> |
| <p>How to sign RTW Evidence (scanned copy):</p> <ol style="list-style-type: none"> a. "I have followed the adjusted Right to Work check process due to COVID-19" b. Date c. Your personal signature | <p>How to sign RTW Evidence (scanned copy):</p> <ol style="list-style-type: none"> a. "I have followed the adjusted Right to Work check process due to COVID-19" b. Date c. Your personal signature |
| <p>How to sign RTW Evidence (physical copy):</p> <ol style="list-style-type: none"> a. "I can confirm that the document is authentic and of likeness to the individual". b. Date c. Your personal signature | <p>How to sign RTW Evidence (physical copy):</p> <ol style="list-style-type: none"> a. "I can confirm that the document is authentic and of likeness to the individual". b. Date c. Your personal signature |