



## Guidance on Eligibility to Work (ETW) Checks for Casual Workers

### Essential ETW Documentation required:

- 1(a). Details page of passport copied from the original (photo page with expiry date)
- 1(b). UK Visa stamp in passport copied from the original OR biometric card with the front & back copied from the original.
2. FOR INTERNATIONAL STUDENTS (TIER 4 STUDENT VISA): obtain and retain evidence of a student's academic term and vacation dates for their course of study from the education institution at which the student studies (e.g. a printout from the student's education institution's website)
3. Each copy should be; signed, printed and dated by the person who undertook the check OR an ETW checklist completed (<http://www.shef.ac.uk/hr/guidance/icrc>)

\* In all cases the appropriate ETW checklist should be used as a reference tool to ensure the documentation presented is acceptable. If the ETW check is not complete the casual worker will not be registered and may result in a delay in the individual being paid.

### Why is this required?

The University is required to undertake ETW checks for each casual worker we engage under the Immigration, Asylum and Nationality Act 2006. If the University is found not to hold this documentation by the Home Office we may be liable for the payment of a civil penalty and the University's sponsor licences for sponsoring overseas students and employees' visas may be revoked. Therefore, you must ensure that a complete ETW check is carried out for each casual worker you engage and that it is forwarded to HR.

### Additional check for international students who hold a Tier 4 (Student) visa:

For University of Sheffield students semester dates can be found at:  
<http://www.shef.ac.uk/about/dates>

Further information for international students working in the UK is available at:  
<http://www.sheffield.ac.uk/ssid/international/immigration/work>

### Checking the status of a casual workers' eligibility to work check:

The ETW documentation will be retained centrally within myTeam, allowing you to identify whether a further check is required if the worker is engaged again. For further information on how to check a casual worker's eligibility to work status please see the Casual Registration Check guidance at: <http://www.shef.ac.uk/hr/guidance/myjob/myteammguides>

### Further Information:

Further information on the prevention of illegal working and step by step guidance on how to carry out an ETW check can be found at: <http://www.shef.ac.uk/hr/guidance/icrc>.

Alternatively, should you have any queries please do not hesitate to contact your customary HR Team: <http://www.shef.ac.uk/hr/aboutus/whoweare/ops>