

Guidance for Managers completing Casual ID checks

These notes are for managers who have the delegated responsibility for undertaking ID checks on casuals. If you have any difficulties with the ID documents presented to you, please seek advice from HR Services.

Background

In accordance with the Immigration Asylum & Nationality Act 2006 and Code of Practice 2008 employers are required to check identification of all staff to prevent illegal migrant working. From 29 February 2008 civil penalties were introduced of up to £10,000 per illegal worker if you employ someone who is not entitled to undertake the work in question. The University will only have an excuse against liability to pay a civil penalty if the correct ID checks are followed.

Complying with the document checks

All casuals must provide evidence of their right to work in the UK PRIOR to starting work. Only original documents from the [attached list](#) are acceptable. You must photocopy the appropriate documents and forward to HR Services with the rest of the casual starter documentation. Full details are set out in the Casuals Policy and Procedures.

Checking the documents

You must take all reasonable steps to check that the document is valid and satisfy yourself that your prospective employee or current employee is the person named in the document, and check that the documents allow them to do the work in question.

For each document presented, you should:

- check any photographs are consistent with the appearance of the employee (this means you must see them in person);
- check any dates of birth listed are consistent across documents and that you are satisfied that these correspond with the appearance of the employee;
- check that the expiry dates of any limited leave to enter or remain in the UK have not passed;
- check any UK Government endorsements (stamps, visas, etc.) to see if your prospective or current employee is able to do the type of work you are offering*;
- satisfy yourself that the documents are valid and genuine, have not been tampered with and belong to the holder;
- if your employee gives you two documents which have different names, ask them for a further document to explain the reason for this. The further document could be a marriage certificate, a divorce decree, a deed poll or statutory declaration.

(* Please note that non-EEA workers on a Tier 4 visa are not permitted to work more than 20 hours per week, other than in vacation periods when full time hours may be worked.)

Taking copies

You must make a photocopy of the relevant page or pages of the document and forward these to HR Services with the CAS2 'Notification of Casual Employment'.

- In the case of a passport or other travel document, the following parts must be photocopied:
 - the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, his or her photograph, date of birth, signature, date of expiry or biometric details; **and**
 - any page containing UK Government endorsements indicating that the holder has an entitlement to be in the UK and is entitled to undertake the work in question.
- Other documents should be copied in their entirety.