

Employees working at the School under the Tier 2 Category Only

All employees at the School are required by law to produce evidence of their entitlement to work in the UK **on or before the first day of employment**. The following will be accepted as evidence of entitlement to work in the UK:

- A UK passport or
- A passport or national identity card of a European Economic Area (EEA) state and, if relevant, any worker registration or other supporting documentation or
- A passport from a non-EEA, state the relevant endorsement showing that the holder is permitted to live and take employment in the UK and, if relevant, any additional required documentation (eg, documentation from the UK Border Agency, evidence of student status)

Please bring the relevant documentation into the Human Resources Division, Room W100, First Floor, Tower 3, Houghton Street, London WC2A 2AE.

Employees who do not produce evidence of their entitlement to work in the UK on or before their first day of employment **cannot commence employment** and will not receive their salary payments.

Please see the Human Resources website for detailed information on why we need to retain a copy of documents proving your entitlement to work in the UK:

www.lse.ac.uk/collections/payAndInformation/preventionOfIllegalWorking

Please do not hesitate to contact the Human Resources team if you have any query in relation to the entitlement to work in the UK.

The School has an obligation to monitor all School employees who enter the UK under the Tier 2 immigration category. Under the new immigration system, the onus is on the employer to ensure that all migrants under the Tier 2 category abide by the conditions of their work permit.

The School must report to the UK Border Agency within 10 working days:

- 1 If a migrant does not arrive for work on their first day of employment
- 2 If a migrant is absent for more than 10 working days without reasonable permission
- 3 If the Sponsor stops sponsoring the individual
- 4 If there are any significant changes to the migrant's circumstances
- 5 If there are any suspicions of a breach of the conditions of working under the Tier 2 category

Obligations of a Tier 2 migrant worker:

1. Attend LSE on your first day of employment

All employees are obliged to arrive for work on their first day of employment and report to the Human Resources Division, Room, W100, First Floor, Tower 3, Houghton Street, London WC2A 2AE. You are required to produce evidence of their entitlement to work in the UK so please bring the following:

- Your passport and
- The relevant endorsement showing that you are permitted to live in the UK and take employment at LSE and
- Any other relevant supporting documentation from the UK Border Agency

If you are unable to arrive for work on your first day of employment, you must inform Sarah Pedder, Recruitment Manager, by email to s.pedder@lse.ac.uk **immediately** stating the reason why you are unable to attend, where you will be until you do attend and the new date on which you do expect to report to the Human Resources Division in person.

If you do not report to the Human Resources Division on your first day of employment and you have not informed Sarah Pedder of the reasons for failing to do so, LSE is obliged to inform the UK Border Agency as per the conditions of its sponsorship licence.

2. Your Department/Institute/Centre is required to confirm your attendance at work and to report any absences. Please keep them informed.

If you are absent from work you must state the reason for your absence, such as annual leave, sabbatical leave, or jury service, and the dates of the absence. All authorised reasons for absence are listed in the School's Attendance Policy which can be found on the HR website www2.lse.ac.uk/humanResources/internal/attendancePolicy.aspx.

3. Please inform LSE immediately of any change to your immigration status.

You should advise the Human Resources Division by email to HR.Pay.Info@lse.ac.uk should your circumstances change, for example, you no longer require LSE to sponsor you for employment because you have switched to the Tier 1 category for highly skilled workers, you have secured indefinite leave to remain in the UK or you are leaving LSE.

4. Please inform the Human Resources Division immediately if your role at the LSE significantly changes from your original contract of employment.

Permission to work under the Tier 2 category is role specific and so any significant changes to your role at LSE may mean that you need to submit a new application under the Tier 2 category.

5. Please ensure that your contact details are kept up-to-date.

You must update your contact details, including full address, home telephone number and mobile telephone number **immediately** if you move house or change your telephone number during your employment at LSE. You can do this by using LSE For You, or by emailing HR.Pay.Info@lse.ac.uk

If you require further advice regarding the Tier 2 immigration category, please contact Sarah Pedder by email to s.pedder@lse.ac.uk

Thank you very much for your co-operation

Human Resources Division
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