



Tier 2 Employee: Line Manager Responsibilities

As a line manager of an employee with a Tier 2 certificate of sponsorship, you need to be aware of important sponsor compliance requirements.

Reporting absence

- If a Tier 2 employee **does not turn up for their first day at work**, this must be reported to UKVI within 10 working days. The reason the migrant gives for non-attendance (for example, a missed flight) must be provided to UKVI.
- If Tier 2 employee is **absent from work for more than 10 working days**, without your reasonably granted permission, this must be reported to UKVI within 10 working days of the 10th day of absence.

Advising UKVI of changes in circumstances

Any changes must be reported to UKVI within 10 days – failure to do so may result in the employee's visa being withdrawn, or impact upon the sponsor licence. Changes to be reported include:

- Amendment to visa status
- A change of job, a change of salary (not an annual pay rise or a bonus) or change of work location.

Please note that sponsorship is for a specific Standard Occupational Classification (SOC code); this is directly related to the core duties of a job. If there is a change of circumstances which would require a change of SOC code, a new certificate of sponsorship and subsequent visa application might be required.

Other Responsibilities

- You must keep up to date records of personal information (address, telephone number).
- You must report any information that suggests that they are breaching the conditions of their leave.

Leaving employment

- If their contract of employment ends earlier than originally intended (including if they resign or are dismissed), UKVI must be informed within 10 working days, and the name and address of any new employer must be reported if you know it. You must also include the last recorded residential address and contact telephone number that you have for the migrant.
- If you stop sponsoring them for any other reason (for example, if they move into an immigration category with a different sponsor or one that does not need a sponsor, their permission to stay in the United Kingdom ends, or if the migrant takes a period of unpaid leave), you must report this within 10 working days.

Correct as of 25 April 2020.

Please note the publication date of this article; changes may have occurred.
Immigration law changes rapidly. This document may not reflect the most current legal developments.