**Roles and Responsibilities when appointing a Tier 2 Visa holder**

This document provides information on the roles and responsibilities of line managers, Human Resources and Tier 2 visa holders when appointing a Tier 2 visa holder.

Please note that should the University fail to comply with the below requirements, there is a risk that this could impact on the University’s category A ranking to employ sponsored workers. The HR Services Team will be able to answer any queries you may have regarding this process on 0131 455 3344 or humanresources@napier.ac.uk.

**Line Manager’s Responsibility**

* Line managers are required to ensure that Tier 2 visa holder’s absences such as annual leave and sickness absence are recorded in line with University processes on HR Connect.
* Line managers are required to report any unauthorised absence to HR immediately if they are unable to make contact with the Tier 2 visa holder.

**Human Resources Responsibility**

* Human Resources will securely maintain Tier 2 visa holder’s right to work documentation and appointment paperwork.
* Human Resources will inform UK Visa & Immigration of any changes to a Tier 2 visa holders circumstances.
* Human Resources will contact the Tier 2 visa holder’s line manager when their sponsorship is due to end.
* Human Resources will meet with all Tier 2 visa holders on an annual basis to ensure that they continue to understand their responsibilities, adhere to the conditions of their stay and to check that their contact details are up to date.

**Tier 2 Visa Holder’s Responsibility**

* Tier 2 visa holders must ensure that they familiarise themselves with conditions of their stay in line with [Home Office Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/753725/Tier_2_Policy_Guidance_11_2018.pdf).
* Tier 2 visa holders should inform Human Resources if their circumstances change, e.g. if they take up another role, stop working, or if there are any changes to their visa. If their contact details (address, telephone, email) change, they should also inform Human Resources as soon as possible on humanresources@napier.ac.uk or 0131 455 3344.