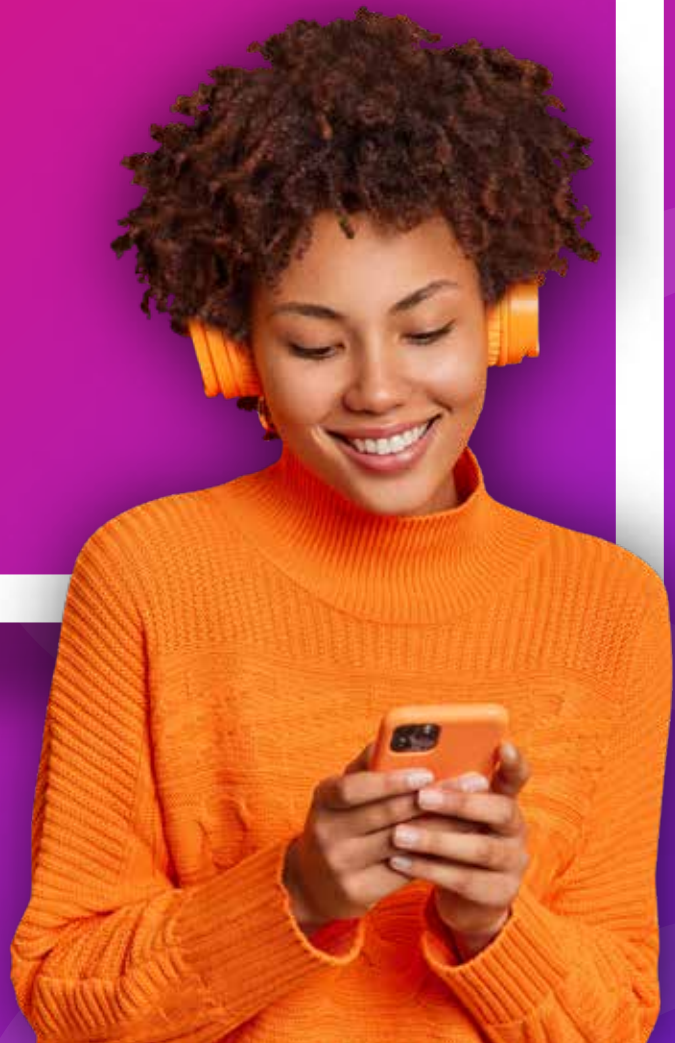


LIQUID FRIDAY[®]

RIGHT TO WORK CHECKS EU

Everything you need to know



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EMPLOYING EU STAFF - WHATS CHANGED?

From 1st July 2021, (when the EU Settlement Scheme application deadline for most EU, EEA and Swiss citizens passed), it was no longer acceptable for employers to accept an EU, EEA or Swiss passport, or ID card, as evidence of Right to Work for new staff.

It is important that employers are aware of what has changed, as they can face a civil penalty of up to £20,000 per person if they employ an illegal worker and have not carried out a correct Right to Work check.

REVIEW OF THE EU SETTLEMENT SCHEME

WHAT IS IT?



The scheme for EU, EEA or Swiss citizens and their family members living in the UK before 1st January 2021.



They needed to apply to the EU Settlement Scheme in order to continue living and working in the UK after 30th June 2021.



Deadline for applications was 1st July 2021. Some applications will be considered beyond this date with good reason.



Irish citizens or those with Indefinite Leave to Remain (BRP, VISA) are exempt.

CONTINUING ON...

Current EU passport with current endorsement
(VISA / Residence Permit must be in the current passport).



Front and back of current Biometric Residence Permit Card (BRP Card)



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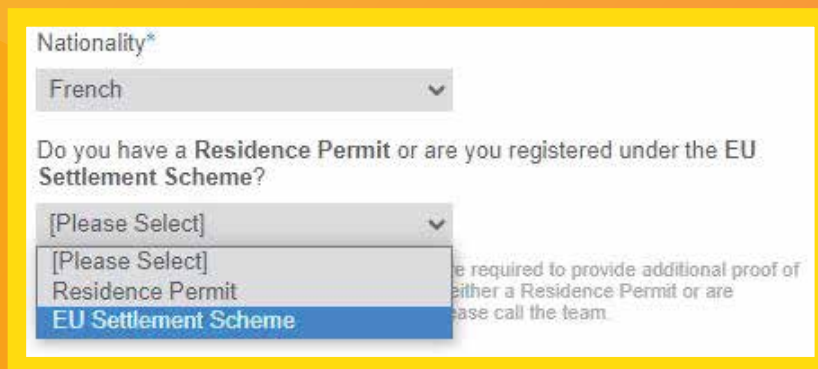


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INTERNAL PROCESSES - HOW WE HELP YOU

At Liquid Friday, we employ 55 Head Office staff to support our 3,500 weekly contractors, so I thought it would be useful to briefly share an insight into how we manage the new Right to Work check process. Ensuring that we effectively support our 450 Agencies across the UK every day.

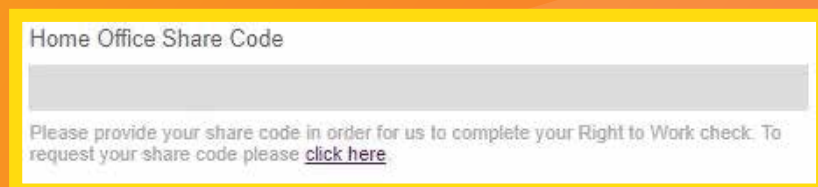
When a contractor from an EU country applies to be an employee of Liquid Friday, there is an option to select their immigration status on the online application process.



The screenshot shows a form with two dropdown menus. The first is labeled "Nationality*" and has "French" selected. The second is labeled "Do you have a Residence Permit or are you registered under the EU Settlement Scheme?" and has "[Please Select]" selected. A third dropdown menu is open, showing "Residence Permit" and "EU Settlement Scheme" as options. To the right of the second dropdown, there is a note: "You are required to provide additional proof of either a Residence Permit or are please call the team."

If they choose "Residence Permit", they will be asked to upload a copy of their documents (BRP Card or passport with VISA) for a thorough compliance check.

If they select "EU Settlement Scheme" there will be an option for them to share their "Home Office Share Code". A link is available to get a Share Code if they don't have one already.



The screenshot shows a form field labeled "Home Office Share Code" with a text input area. Below the input area, there is a note: "Please provide your share code in order for us to complete your Right to Work check. To request your share code please [click here](#)."

HOW TO UNDERTAKE AN **EUSS CHECK**

To complete a check under the EU Settlement Scheme, you will need to provide the following:

1

Home Office Share Code
(Provided by prospective employee)

2

Employee Date of Birth

VISIT

<https://www.gov.uk/view-right-to-work>

