

## Right to Work

The **DART Right to Work** wizard helps guide you through the process of checking, copying and the safe storage of your employee right to work documents.

Why check their eligibility? Let us explain why you should. The penalties for employing illegal workers are severe, so it's important that employers take care in ensuring that all people they employ are entitled to work in the United Kingdom.

Employers can be fined up to £10,000 per worker for employing illegal workers and have their business details published by the UK Border Agency, as a warning to other businesses not to employ illegal workers.

In addition, if an employer knowingly employs an illegal worker, he or she could go to jail for up to 2 years and receive an unlimited fine.

### Right to Work checking in DART

When you create a new person in DART you will be prompted to carry out your **Right to Work** checks.

Our comprehensive wizard takes you through the process of ensuring the person you wish to employ is eligible to work for you by asking you questions about the document you are checking. Depending on the response you give it will determine if the check was successful or not.

Right To Work (35 - Mr J Watson - Employee)

When did you carry out this check? 24/03/2014 Time 09:30 Type of Check First check before employment

**STEP 1: ASK FOR ACCEPTABLE DOCUMENTS SHOWING RIGHT TO WORK**

You must be provided with one of the documents in List A or List B, plus any specified accompanying documents, as proof that this person is allowed to work in the UK.

List

Documents provided

- List A
  - A1. British Passport
    - A passport showing the holder is a British citizen

Step 2

In this section you answer the questions as accurately as you can.

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**STEP 2: CHECK THE VALIDITY OF THE DOCUMENTS**

You must satisfy yourself that the documents are genuine and that the person presenting the documents is both the rightful holder and allowed to do the type of work you are offering.

Questions

- Photographs
- Date of Birth
- Expiry Dates
- Endorsements
- Genuine
- Names

Photographs

Are photographs consistent with the appearance of the person?

Update  Yes  No  Not Applicable

Notes for this question

Step 1 Step 3

You then need to import a copy of the document you are verifying as evidence of the check.

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**STEP 3: TAKE A COPY OF THE DOCUMENTS**

You must scan the documents and import them into DART here.

List A

- A1. British Passport

Import File

If the document is a passport or travel document, you must attach the following:

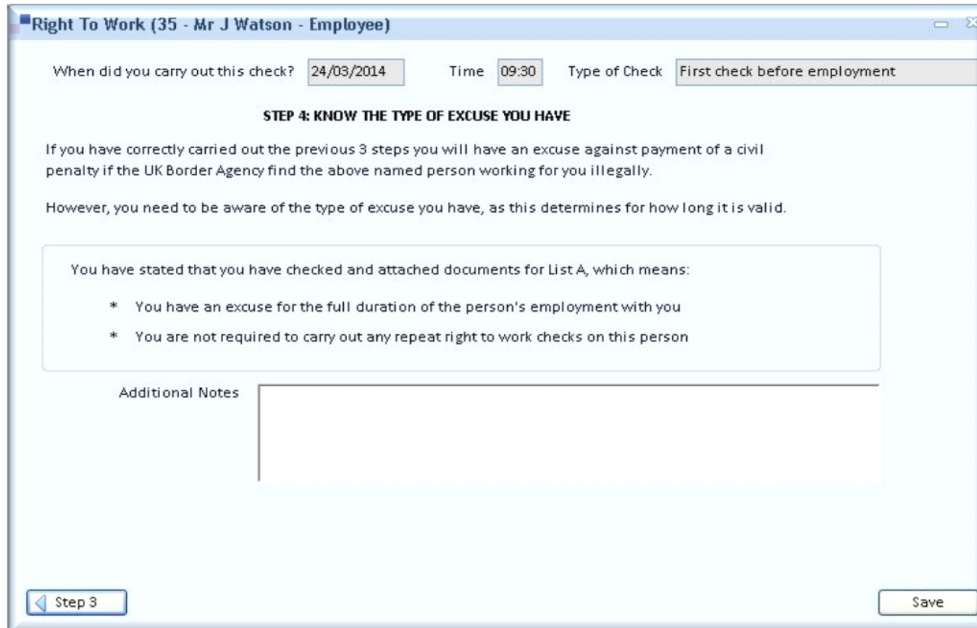
- \* the front cover and any pages providing the holder's personal details; their nationality; date of birth; signature; date of expiry and biometric details
- \* any pages containing UK Government endorsements showing the person is allowed to work in the UK and carry out the work you are offering

All other documents should be copied in full, including both sides of a Biometric Residence Permit

Step 2 Step 4

Once you have imported the document you will reach the summary of the check. It will tell you if, the employee has passed the check or failed the check at this time.

Once completed, the check will be recorded against the employee and their status updated.



The screenshot shows a software window titled "Right To Work (35 - Mr J Watson - Employee)". At the top, there are input fields for "When did you carry out this check?" (24/03/2014), "Time" (09:30), and "Type of Check" (First check before employment). Below this is the heading "STEP 4: KNOW THE TYPE OF EXCUSE YOU HAVE". The text explains that completing the previous three steps grants an excuse against a civil penalty if the UK Border Agency finds the person working illegally. It then states that the type of excuse determines its validity. A box contains the text: "You have stated that you have checked and attached documents for List A, which means:" followed by two bullet points: "\* You have an excuse for the full duration of the person's employment with you" and "\* You are not required to carry out any repeat right to work checks on this person". Below this is an "Additional Notes" text area. At the bottom left is a "Step 3" button and at the bottom right is a "Save" button.

Once you have run a Right to Work check for a person, the management of that check thereafter, is controlled by **DART** via **Alerts**. This is to remind you of any subsequent checks required or documents that maybe expiring.

A **standard report** is provided to view the status of your employee's eligibility to work for you, along with **List All** reporting options.