

# The smart way to address Right to Work employer obligations.



## The law

Right to Work checks are a legal requirement for all UK companies, regardless of size.

The check must be undertaken before employment begins for every new recruit regardless of ethnicity, or role (inc. part time/casual/ temps). Responsibility resides with Company Directors and there are significant penalties (£20,000 fine for each illegal worker) and a risk of major reputation damage for non-compliance.



### Home Office

'If you carry out satisfactory Right to Work checks, you will have a statutory excuse against liability for a civil penalty. This means that if we find that you have employed someone who does not have the right to work, but you have correctly conducted document checks as required, you will not receive a civil penalty for that illegal worker. As the employer, you are liable for the civil penalty even if the actual check is performed by a member of your staff. You are unable to establish a statutory excuse when the check is performed by a third party, such as an independent payroll company.'

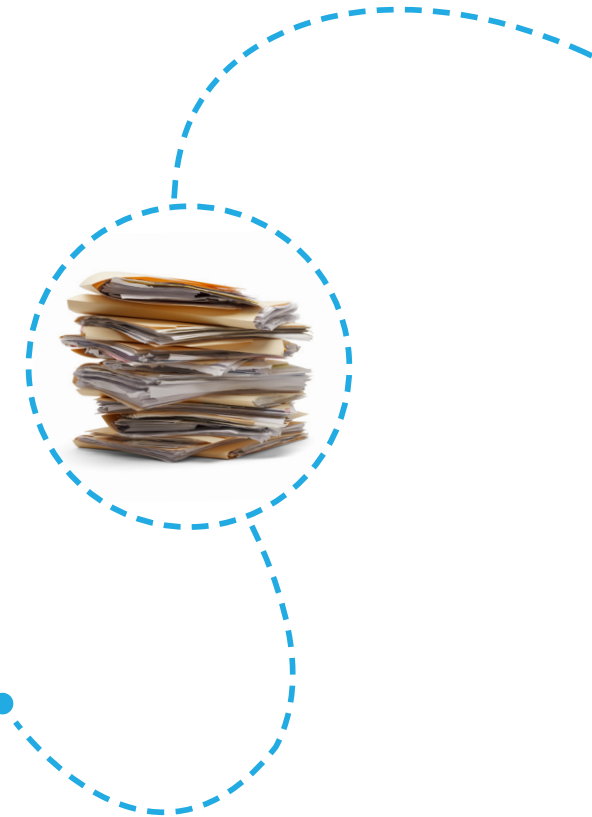
## The challenge

The challenge for organisation's is to ensure their procedures will deliver compliant Right to Work checks:

- Strict alignment with the Home Office prescribed process to establish a statutory excuse
- All staff with responsibility for conducting Right to Work checks understand this process and it is adhered to without exception when recruiting
- Adequate provision is made to address legal requirements in relation to re-checks, leavers and unsuccessful applicants
- Safe retention (and disposal) of documentation for the correct duration, to comply with immigration and DPA legislation

## Current approach

Organisations typically address this obligation with a manual workflow containing multiple steps - including reference to internal checklists to conduct checks, photocopying documents, sending to HR for review and approval. Each of these steps absorb resources, take time and create costs. In addition, each manual step in the chain introduces the potential for mistakes and increases the risk of non-compliance.





**Rightcheck**  
work



**Improve Compliance**



**Save Time**



**Reduce Cost**

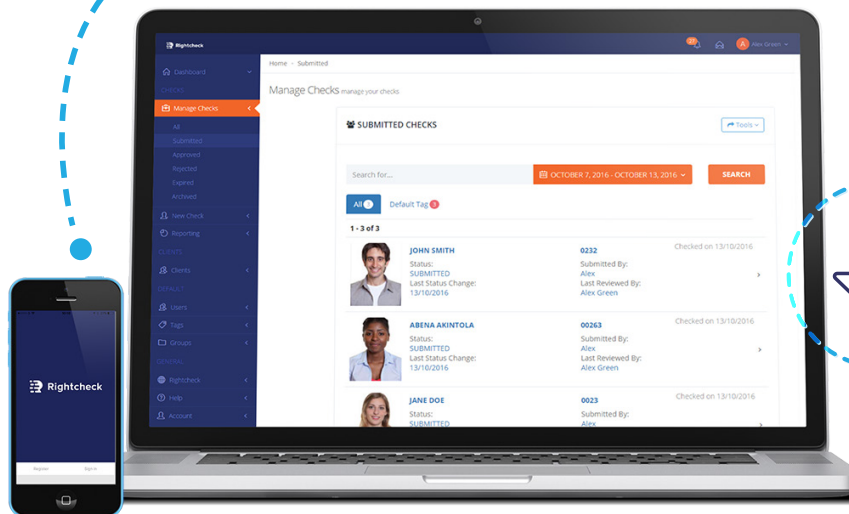
**Rightcheck** is a new mobile application based solution. Designed to simplify Right to Work checks, **Rightcheck** can save your organisation time, money and improve compliance. **Rightcheck** facilitates an employer's obligation to carry out Right to Work checks for all new recruits anytime, anyplace via a smartphone or tablet.

By following **Rightcheck** intuitive logic flow, anyone charged with responsibility for recruitment can conduct a compliant Right to Work check via their mobile device. A secure **Rightcheck** management web portal provides on-demand access to a digital repository of all checks conducted, for inspection or review purposes. This portal includes a KPI dashboard, reporting suite and import function (for any pre-existing checks).

The **Rightcheck** application allows users to:

- Enter and validate new employee details
- Take digital images of required ID documentation
- Digitally sign and attest Right to Work checks
- Submit checks securely to the management portal
- Receive timely alerts to conduct re-checks

The user is guided through the compliant Right to Work check procedure, with helpful prompts based on the documentation presented and nationality of the applicant. The **Rightcheck** management portal enables central HR functions to approve submitted checks, re-assign checks to recruitment personnel and manage employees that leave the organisation.



## Why adopt Rightcheck?

- Speeds up complex Right to Work check process
- Anyone (HR staff/Line Managers) can undertake compliant checks
- Clear audit trail that compliant checks are being carried out
- Automatically updated for compliance when legislation changes
- Checks possible in places without access to photocopiers/ scanners
- Removes paperwork and risks of missing documentation
- Automated reminders of re-checks required
- Central repository for all checks, including any pre-existing
- On-demand access to checks for inspection or review

 [rightcheck.io](http://rightcheck.io)

 [sales@rightcheck.io](mailto:sales@rightcheck.io)

 02475 091046

