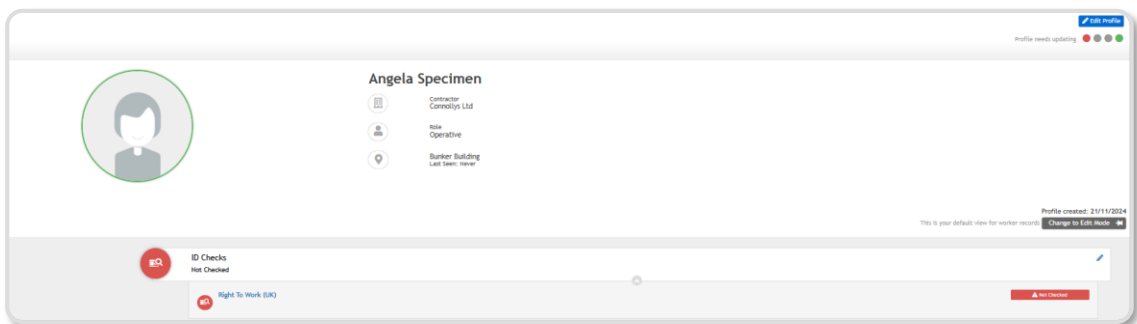# WORKER RIGHT TO WORK *ELIGIBILITY CHECKS*

Processing RTW Checks

The RTW checks are found on the **Worker Profile** ➡ **Editing**

You will be presented with the following questions, Which will determine what documentation is required & if the worker is ultimately ineligible to work in the UK.

- UK or Ireland Passport

- Share Code for the Online RTW check service

- Certificate of Registration or Naturalisation as a British Citizen

- Current Passport with a Home Office Endorsement

- Current Passport with a Passport Endorsement of indefinite UK Stay

- Current Immigration Status Document

- Home Office Certificate of Application to the EUSS

- Application Registration Card

- Satisfactory assessment of Outstanding Application prior to expiration of leave or outstanding appeal against a decision

WORKER RIGHT TO WORK
ELIGIBILITY CHECKS

Supporting Document Recording

MSite asks the worker to **bring their documents to their site induction** for physical inspection. The site team will then scan the documents into MSite to be stored on the worker's profile.

MSite handles all List A and List B right to work document types, including UK/Ireland Passports, other physical documents and online share codes.

Documents must contain the specified document type, Specified on the worker profile (Contains the National Insurance Number) **and that the image conforms with the capture guidelines as seen below.**

Must not be covered in any way

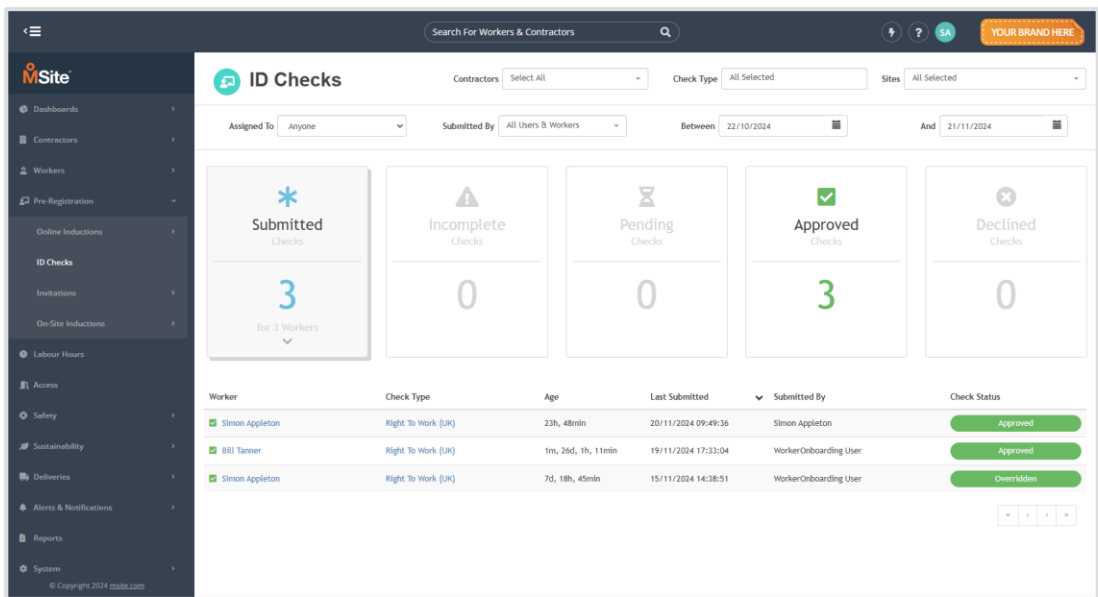**Avoid strong light reflections**

Ideal scan of the Document

Any documents presented to your site team are available to view until the point the right to work check is complete and are then hidden to all but a select few users who continue to have access of the purposes of auditing and providing evidence to authorities.

WORKER RIGHT TO WORK *ELIGIBILITY CHECKS*

Approving ID Checks

Right to Work checks requiring approval are managed via the ID Check dashboard.

Any documents presented to your site team are available to view until the point the right to work check is complete and are then hidden to all but a select few users who continue to have access of the purposes of auditing and providing evidence to authorities.

MSite also offers the ability for **second stage approval** of right to work checks. This allows front line staff to perform the right to work check with the prospective worker, whilst **giving final approval to a more senior user.**