

Skilled Worker Responsibilities



Provide Original Documents that confirm your right to work

Notify your line manager of an absences from work





Record any overseas travel, including conferences, on MyHR

Update MyHR with any changes to your personal circumstances





Advise HR if your immigration changes

Advise HR if you wish to take any periods of special or unpaid leave





Inform HR if you have been offered any supplementary work

Visit hr.qmul.ac.uk/workqm/immigration/ for more information