EU Exit Settled Status How to document

This document will provide information on how to check settled status for employees (or job applicants) and how to record the information.

Employees who have applied for settled status will receive a letter to confirm and get a "share code" so that you can check their status. Once they have received this letter they should let their line manager know and give them the share code. The employee can also get their share code on www.gov.uk/prove-right-to-work

Line managers must check the status online through the Home Office website www.gov.uk/view-right-to-work then:

- Enter the share code, employee or candidates date of birth, then company name. This will bring up the details of the employee/candidates right to work. Scroll down until you see the following:

If you employ this person

To avoid a penalty, you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after

You don't need to do the check again.

Read the employers' code of practice to find out more about right to work checks.

Details of check

Company name	Date of check	Reference number
Falkirk Council	10 February 2021	

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Finish and leave service

- Select Download PDF and save with format: *Employee number, Surname, EU Settled Status, Date*
- Upload this document to MyView in the Recruitment pack section using the naming format (*Employee number, Surname, EU Settled Status, Date)*
- Managers must email hrhelpdesk@falkirk.gov.uk to advise that they have uploaded the settled status document. HR Helpdesk will then record this information on ResourceLink for our records.