

Right to Work App User Guide

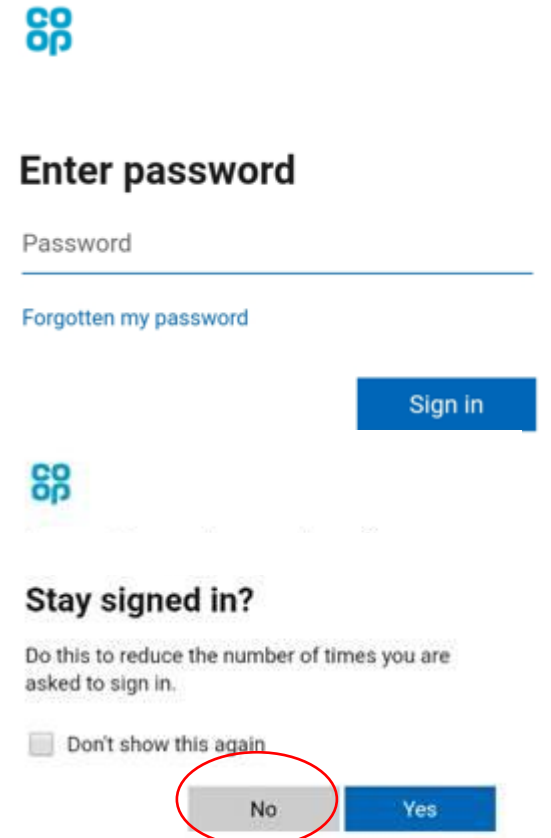
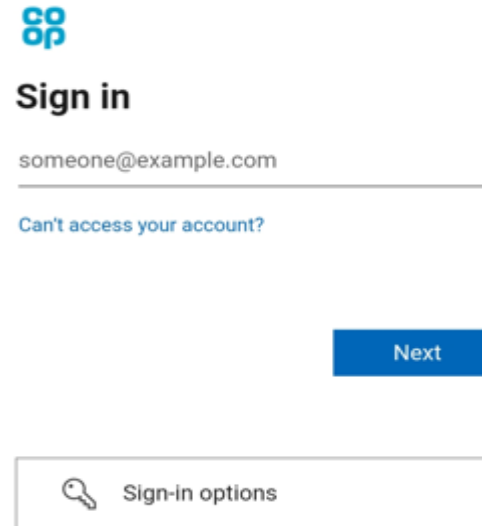
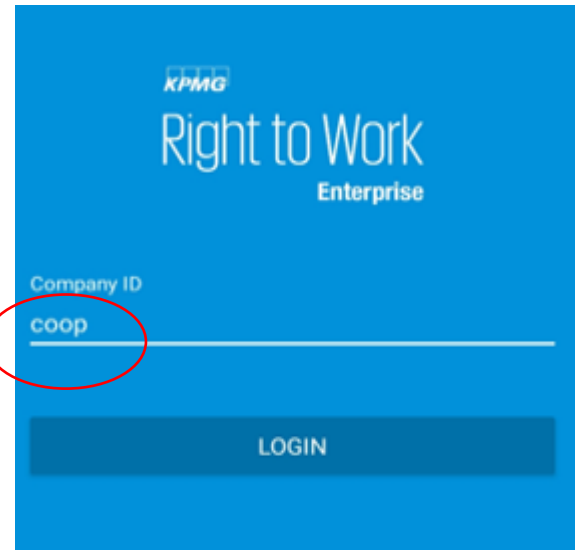
Food Stores

What you need to do

The app will be available on your TabPro device on the Manager Apps page



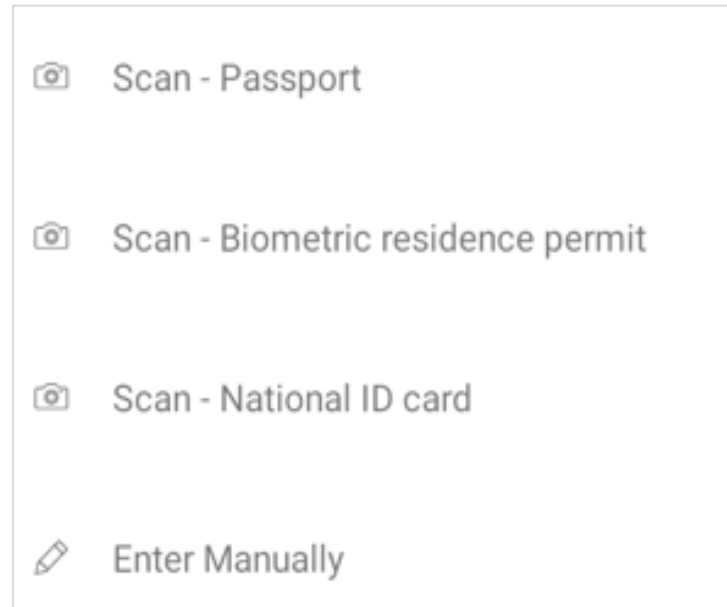
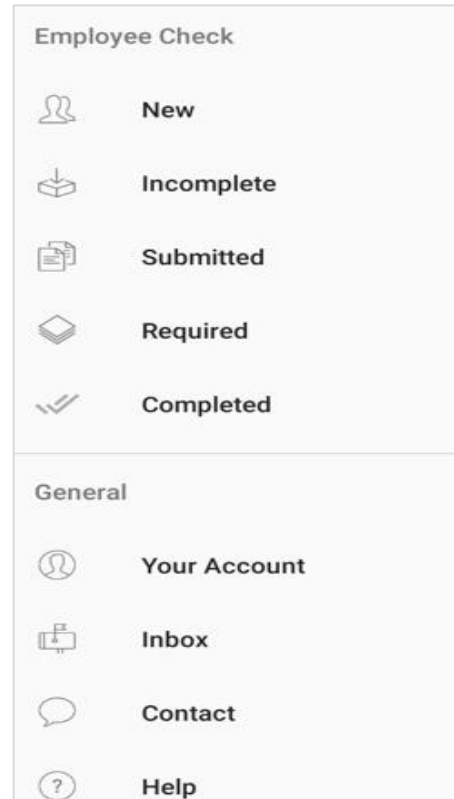
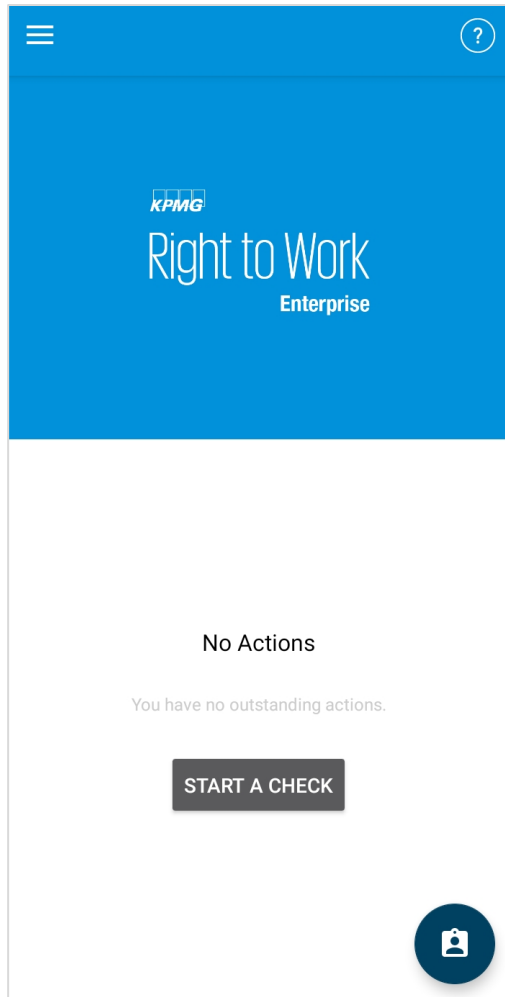
From the main menu click on SSO and then type coop in the Company ID field. This will then take you to the login screen where you can sign in using your coop email address and password



As this is a shared device, you should opt not to 'stay signed in'

How to use the App

Once you've logged in, you can either start a new check by clicking on start check or click on the three lines in the top left corner to bring up the menu.

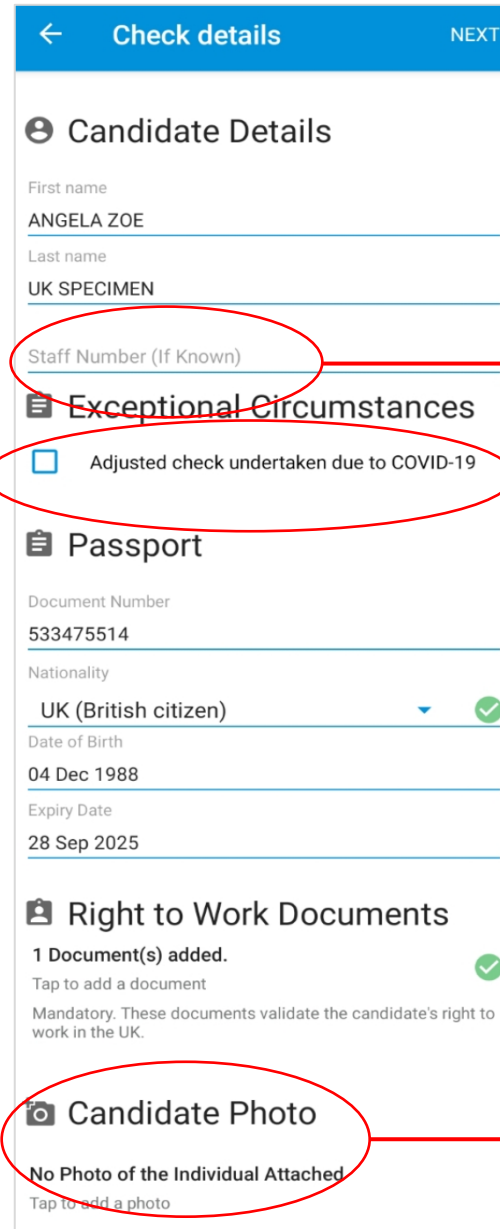


You can also view any saved checks or anything that needs further action from this menu as well as your inbox and FAQs

You are presented with the 3 most commonly used forms of ETW as well as a manual option to upload other documents such as birth certificate. When uploading documents the app will automatically prompt you for additional documents where required e.g. birth certificate and National Insurance number combination

How to use the App

To scan a passport click the Scan Passport option and place the camera reader over the passport and allow the scan to take place. If the scan is taking some time you may need to adjust the positioning of your device to enable the reader to capture the code at the bottom of the passport



The reader will fill out most of these details for you but it's always worth reviewing and there are a few fields you need to fill in too.

To help the Resourcing teams get to your submission as quickly as possible, please enter your requisition number here

If you are undertaking your check via video interview due to Covid-19 please check this box, this will change some of the questions you need to answer on the next screen as you progress through the check

This is an optional feature and not required for our checks so you don't need to take a photo of the candidate



It's really important you include the vacancy requisition number in the staff ID field to prevent any delays in us finding your check

How to use the App

On the next screen you will need to answer a series of questions, the picture on the left are questions for a face to face check and the picture on the right is for Covid-19 adapted checks

← **Attestation questions** NEXT

Tick to confirm you agree with the following:

- ☒ Is the document the original (a photocopy is not permissible)?
- ☒ Have you verified to the best of your ability, that the document is genuine and not a forgery?
- ☒ Is the individual present or in front of you via video link?
- ☒ If the document contains the date of birth, is the individual's appearance consistent with their expected age? If the document does not contain a date of birth confirm and proceed.
- ☒ If the document contains a photograph, is the individual's appearance consistent with the photograph? If the document does not contain a date of birth confirm and proceed.

← **Attestation questions** NEXT

Tick to confirm you agree with the following:

- ☐ Is the document the original (a photocopy is not permissible)?
If you selected to complete this check under the adjusted measures due to COVID-19 confirm and proceed.
- ☐ Have you verified to the best of your ability, that the document is genuine and not a forgery?
If you selected to complete this check under the adjusted measures due to COVID-19 confirm and proceed.
- ☐ Is the individual present or in front of you via video link?
If you selected to complete this check under the adjusted measures due to COVID-19 you need to arrange a video call with the candidate in which the candidate must hold the original document(s) up to the camera. Are you happy the document(s) presented during the video call match the document(s) sent prior to the video call?
- ☐ If the document contains the date of birth, is the individual's appearance consistent with their expected age? If the document does not contain a date of birth confirm and proceed.
If you selected to complete this check under the adjusted measures due to COVID-19 confirm and proceed.
- ☐ If the document contains a photograph, is the individual's appearance consistent with the photograph? If the document does not contain a date of birth confirm and proceed.
If you selected to complete this check under the adjusted measures due to COVID-19 confirm and proceed.

The next two screens will require you to sign to attest you have seen the original copy as well as the candidate signing confirming they give consent. If you are undertaking your check via video due to Covid-19 simply put n/a in the candidate signature box

Your Signature NEXT

I attest that I have seen the original(s) and this is/they are true copy/copies.

Signature

Candidates Signature SUBMIT

I attest that I have seen the original(s) and this is/they are true copy/copies.

Please obtain consent from the individual to store the data provided.

Signature

How to use the App

Once you click submit you will be presented with the options below

- **Submitting** will send the ETW documents to Resourcing Services, **you should only do this for the candidate you wish to offer the role to**
- **Save to device** will save the check to the app (not your tablet) which will allow you to finishing interviewing all candidates before submitting the successful candidate to Resourcing Services. Any saved but not submitted checks will be automatically deleted after 4 weeks
- **Cancel** will discard the check and you will need to start again




Submit Check


Do you want to submit the check now, or save to the device and submit later?


SUBMIT NOW


SAVE TO DEVICE


CANCEL



Right to Work
Enterprise

 Your check was approved.
Message received 24 Feb 2021


Right to Work
Enterprise

 Completed check for ANGELA ZOE UK SPECIMEN
Check will expire in 503 hours and 59 minutes


Right to Work
Enterprise

 Your check was rejected.
Message received 24 Feb 2021

Your check was rejected.

24 Feb 2021 13:09:13

The check you performed on the individual MARITSA RADNEVA IVANOVA has been rejected with the following reason:
The rejection reason: Full set of copies of document has not been provided

If this check will be re-assigned to you, you will receive an email notification informing you of this, you will also be able to see the request in the required checks area of the app.



Once you have clicked on the notification it will disappear but you can always view these again by accessing your inbox on the main menu

You will receive this notification when your check has been approved. This is instant for all UK Passports

Saved checks will appear like this

You will receive a notification if your check is rejected click onto the notification to see why

Online Share Code Check – EU Documentation

Select a required document

< Back Required Documents

- P60 >
- Payslip >
- Permanent Residence Card >
- Residence Card >
- None - PVN Required >
- Frontier Worker Permit >
- Channel Islands EUSS >
- Online Right to Work Share Code - App >**
- Online Right to Work Share Code - Portal >

Cancel New Document Next

ONLINE GOV.UK CAPTURE

Share Code Result Capture >

Expires Is an expiry date present? >

Expiry Date Enter Expiry Date

Warning
Please ensure the Share Code was obtained less than 30 days ago.

OK

Cancel New Document Next

ONLINE GOV.UK CAPTURE

Share Code Result Capture >

Expires Is an expiry date present? >

Expiry Date Enter Expiry Date

Cancel

Home > Recruiting and hiring

View a job applicant's right to work details

Check details of a job applicant's right to work in the UK, including:

- the types of work they're allowed to do
- how long they can work in the UK for, if there's a time limit

You'll need the job applicant's:

- date of birth
- right to work share code

You can also [check someone's original documents](#) instead - for example if you do not have a share code.

Start now >

on the right to work service

Capture

Cancel

GOV.UK

View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

What is the job applicant's share code?

Share code
For example, A12 345 67G

If you do not have a share code, you will need to [ask the job applicant to share their details with you](#).

Continue

[Need help using this service? Get help](#)

Capture

1) Select 'Online Right to Work Share Code- App'

2) Select 'ok'

3) Select 'Share Code Result Capture' this will take you to the Home Office's Online Right to Work Check

4) Click 'Start Now' to begin the process

5) Enter the Share Code and click continue

Online Share Code Check – EU Documentation

Cancel

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View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

What is the job applicant's date of birth?

For example, 31 3 1980

Day Month Year

Continue

Need help using this service? [Get help](#)

[Privacy](#) [Cookies](#) [Help](#) [Accessibility statement](#)

Capture

6) Enter the Applicants date of birth and click continue

Cancel

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View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.

[Back](#)

What is your company name?

We'll use this to keep a record of your right to work check for audit purposes.

Company name

Continue

Need help using this service? [Get help](#)

[Privacy](#) [Cookies](#) [Help](#) [Accessibility statement](#)

Capture

7) Enter your company name- Co-op

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View a job applicant's right to work

Right to Work

Sample Candidate

They have permission to work in the UK from 28 March 2021. They can work in the UK until 28 April 2023.

Details

They can work in any job.

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
- Do this check again when their permission to be in the UK expires on 28 April 2023

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

Details of check

| Company name | Date of check | Reference Number |
|--------------|----------------|------------------|
| Test Ltd | 8 January 2018 | WE-SDIFB-12 |

[Print page](#) [Download PDF](#)

[Finish and leave service](#)

Capture

8) You will be brought to this screen where it has the details. Click 'Capture' for the app to take a screenshot of this document

Cancel New Document Next

ONLINE GOV.UK CAPTURE

Share Code Result Capture

Expires Yes

Expiry Date Enter Expiry Date

Done

| | | |
|----|-----------|------|
| 25 | March | 2018 |
| 26 | April | 2019 |
| 27 | May | 2020 |
| 28 | June | 2021 |
| 29 | July | 2022 |
| 30 | August | 2023 |
| 31 | September | 2024 |

9) You will be taken back to the details screen. If there is an expiry date on the document, -Select 'Yes' on and enter the date. Or N/A if no expiry

No more documents required.

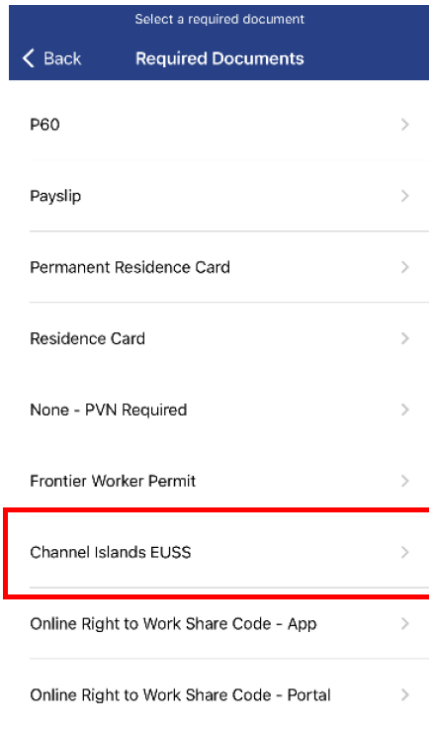
[Back](#) Added Documents

Online Right to Work Share Code - App

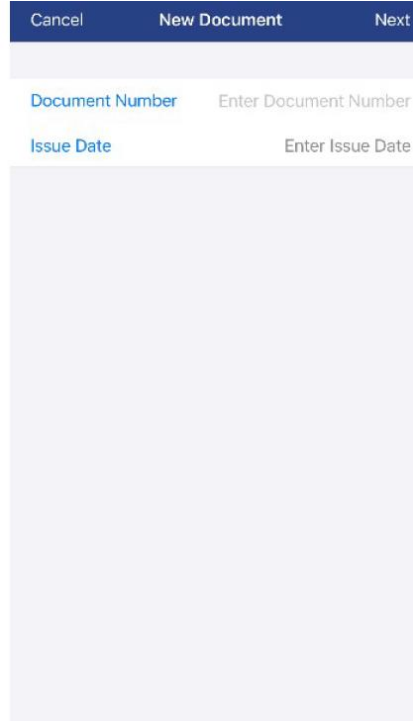
No document number required.

10) Document is added

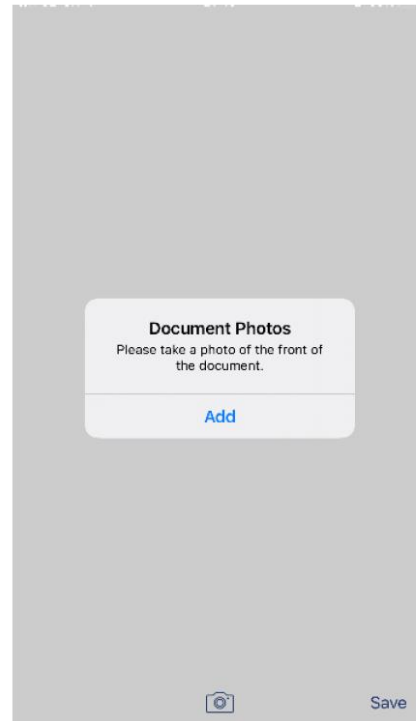
Channel Island Citizens– EUSS Documentation



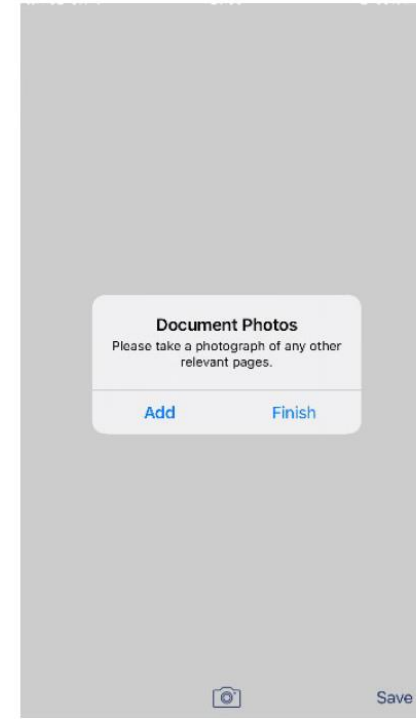
1) Select Channel Islands EUSS from the documents list



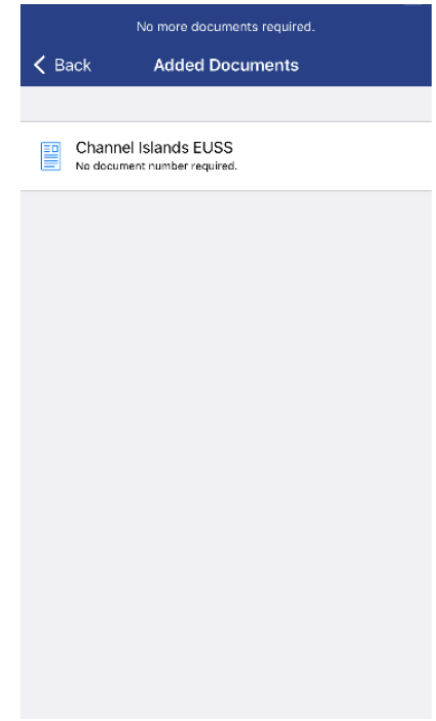
2) Enter the relevant details



3) Capture the front & back of the documents



4) Capture any other photo of the document or copies that maybe relevant



5) Document is added