Quick Reference Guide
Limited Leave to Remain Reminder System (HR User)

Web-based System

- Log on to the system is via the link at [https://www.ucl.ac.uk/hr/services/administration/index.php](https://www.ucl.ac.uk/hr/services/administration/index.php) using your central IS username and password.

  *For technical problems such as UCL login not accepted as authorised role, data download or browser problems, please use [https://www.ucl.ac.uk/hr/helpdesk/helpdesk_web_form.php](https://www.ucl.ac.uk/hr/helpdesk/helpdesk_web_form.php).*

- Enter the system and view the tabbed screen - ‘Limited Leave to Remain Reminder System’.

This is a web-based repository listing all current employees within your department who hold the right to work status of limited leave to remain in the UK. The type of right to work being held is displayed together with the annual check of documents due date and date of expiry of right to work as recorded on the HR/Payroll database. Notes as entered on the Right to Work tabbed screen are also displayed.

![Table of records](image)

*Figure 1: Example of records displayed in the Limited Leave to Remain Reminder System.*

At a two month trigger a system generated email is sent to the Departmental Administrator and separately to Departmental contacts for the department as identified from the ROLES database. The dates that these emails are sent are recorded on the system.

Triggered emails:

- Annual Check Due (Right to Work Expiry is greater than 2 months beyond this date): 2 months prior to the annual check this reminder email is sent to the Department Users.

- Right to Work Expiry (Annual Check Due is greater than 2 months beyond this date): 2 months prior to the right to work expiry date this reminder email is sent to the Department Users.

- Annual Check Due (Right to Work Expiry occurs after but within 2 months of this date) 2 months prior to the annual check this reminder email is sent to the Department Users and makes reference to the forthcoming expiry date.

- Right to Work Expiry (Annual Check Due occurs after but within 2 months of this date): 2 months prior to the right to work expiry date this reminder email is sent to the Department Users.