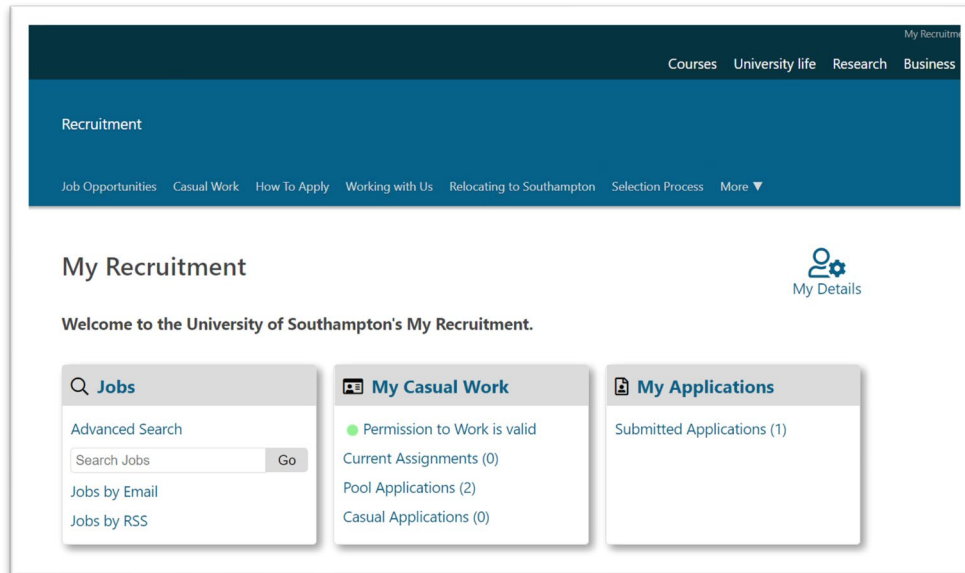# Accessing your information in eRecruit

1. Log on to eRecruit

When you log on to eRecruit [Recruitment at the University of Southampton (soton.ac.uk)](#) you can view your status from the dashboard in "My Casual Work".

2. Permission to work status

This is colour coded red, amber, or green.

- Red – no permission to work, a right to work check is required before your commence work.
- Amber - a visa is about to run out and a recheck will be required.
- Green - permission to work is valid.

3. Casual worker permit

Click on the "Permission to Work" status and it will provide details of your casual worker permit, including any visa restrictions and end date as well as your payroll reference number required for timesheets.

Casual Worker Permit ✕

Worker Name: EC Hogg

Casual Worker Permit Number (Pay Reference Number): 2345678

Worker/Visa Type: 🟢 Student/Tier 4 PGR - Expires 01/03/2023

Restriction: Work permanently restricted to 20 hours per week (this includes all paid and unpaid work, whether for the University or other employers). Over 20 hours permitted if annual leave from course requested in advance.

Important Information

- Make sure that the work you do complies with any restrictions noted on this permit, or on your visa, if you have one.

- It is your responsibility to notify UniWorkforce immediately of any changes that may affect your right to work, or the restrictions that apply to you.

- It is your responsibility to notify UniWorkforce immediately of any changes to your personal details so that your HR record is kept up to date, this includes your home address.

- If you work outside of the dates shown on this permit, or without a permit, the work will be classed as volunteering: you are not paid for volunteering.

4. View current assignments, mailing pool and casual applications

You can view and amend your pool applications.

Recruitment

My Current Assignments

App No	Job	Submitted	Closing	View
29174	Administrative Work Level 3 (U169021A3)	01/12/2021	15/12/2021	App

My Pool Applications

App No	Pool	Submitted	Status	View
29173	Casual Worker - Private Pool (UWFREG)	01/12/2021	Active	App

My Casual Applications

App No	Job	Submitted	Closing	View
29174	Administrative Work Level 3 (U169021A3)	01/12/2021	15/12/2021	App

Return to My Recruitment