

# King's Talent Bank

## Compliance Checks

As part of our agreement with King's College London, we need to check your identification documentation for compliance reasons before you start work.

All right to work checks are undertaken online via [ID Pal](#).

You will need to provide documents from either **Option 1** or **Option 2** from the list below. Please ensure you choose the correct Nationality category when selecting the options of ID you can provide:

|                 | <b>For UK Citizens</b>  | <b>For EU/EEA incl Switzerland</b>        | <b>For those outside the EEA</b>                                    |
|-----------------|---|---|---|
| <b>Option 1</b> | An in date Passport   | Share Code & current Passport/National ID | Share Code & current Passport/Biometric Residence Permit (BRP Card) |
| <b>Option 2</b> | Driving Licence + Full Birth Certificate + National insurance card / tax document stating your full name and National insurance number. | N/A                                       | N/A   |

**Original copies of the ID documents must be presented. We are unable to accept photocopies or scanned versions of the ID.**

**In addition students are required to present a letter from King's College London confirming their term dates, as students are only entitled to work up to a maximum of 20 hours per week during term time (subject to visa requirements).**

## For students who have limited permission to work during term-times:

Please provide your academic term and vacation times covering the duration of your period of study in the UK for which you will be employed.

We consider acceptable evidence to be one of the following:

- (i) A printout from the student's education institution's website or other material published by the institution setting out its timetable for the student's course of study but must have the students name on the document; or
- (ii) A copy of a letter or email addressed to the student from their education institution confirming term time dates for the student's course; or
- (iii) A letter addressed to you as the employer from the education institution confirming term time dates for the student's course.

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## **Payroll Information**

Once full registration has been completed and an assignment has been offered and accepted, timesheets are then generated weekly (every Thursday), and hours can only be submitted through the portal. You will be paid on a weekly basis (every Friday) provided timesheets have been submitted and approved by 12 noon on a Tuesday.

Thank you if you require any further information please do not hesitate to contact us at 020 3598 2773