

This guide will take you through how to log in to your GTA profile on King's Teachers and how to submit a P45 request.

IMPORTANT: You can only request a P45 once you all your assignments have reached their end date. If you need to request a P45 and your assignment(s) are still open you will have ro request from your hiring manager to end your work assignment(s) before you make the request from your profile.

• [Log in to kingsteachers.kcl.ac.uk](https://kingsteachers.kcl.ac.uk)



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King's Teachers

Join King's Teachers to experience working for one of the top universities in the world

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Use your login details used to register your King's Teachers GTA account.

Log in to King's Teachers ×

Enter Your Email Address

Enter Your Password

[Login](#)

By logging in, you agree to our [Acceptable Use Policy](#) and [Privacy Policy](#).

To reset your password, please [click here](#).

You will then be taken to your profile – a sample is shown here.
To request your P45 please click on “Payroll Menu”



Anup Mistry(128874) | Updated 3 weeks ago | [Logout](#) | [Resume as anup.mistry+BO@keystone-jobs.com](#)
Profile Strength: **13** | Max Working Hours: **20.00**
ID Check: **Yes** | Eligibility Check: **Yes**

Important: You are currently registered as a student, you can be offered multiple assignments but cannot work more than 20.00 hours / week. It is your responsibility to inform your manager(s) that you can only work 20.00 across multiple assignments.

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LOG OUT

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Mr Anup Mistry (London, Greater London, RM5)

Profile Views: 135, Last updated: 06/07/2022 (13% Complete)

Min Rate* (£) 18.14

References Available: 0

[Positions you wish to apply for](#)

TA

Job Sectors:

Education / Teaching



[Personal Statement](#)

[Employment History](#)

Position	Organisation	From	To
GTA [+] Click to expand	King's College London (King's)	01/08/22	30/09/22
GTA [+] Click to expand	King's College London (King's)	28/07/22	30/09/22
Test [+] Click to expand	King's College London (King's)	19/06/22	25/06/22
GTA [+] Click to expand	King's College London (King's)	01/05/22	30/09/22
GTA [+] Click to expand	King's College London (King's)	01/05/22	30/09/22
GTA [+] Click to expand	King's College London (King's)	01/05/22	30/09/22

To make request a P45, you need to select, at the bottom of this page, “Click here to request your P45”



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Anup Mistry NINO: TN231091M Payroll Ref: 128874 [Help](#)

Payroll Help [Online](#) or [Email](#) or contact **Kings Teachers Payroll Team**: 020 3598 2773

[Contract](#)

[Payment Details](#)

[Emergency Contact](#)

[Compliance Docs](#)

[Holiday Requests](#)

[Payslip History](#)

Contracted By: King's Teachers. Employment Status: PAYE. Start Date: 16/06/2022. [Your Contract](#)

Working Hours

The maximum number of hours you can work each week are 20.00:

By law you should not have to work more than 48 hours a week on average, unless you choose to, or work in a sector with its own special rules. If you are 18 or over and wish to work more than 48 hours a week, you can choose to opt out of the 48 hour limit. This is entirely voluntary on your part, and you have the right to change your mind at any time.

If you want to work more than 48 hours per week, by law you need to complete the following "[opt-out](#)" [agreement](#).

Holiday Entitlement

You are entitled to minimum of 0.0 paid days holiday on a pro-rata basis, and if you are enrolled in the pension scheme below, 9.8% of your gross pay will be automatically deducted and transferred into your pension account. N.B. Your payroll processor is King's Teachers and you are paid on a Fortnightly basis.

Pension

Pension provided by: NOW: Pensions, **Scheme Name / Reference:** Keystone Employment Group LLP / 000

Pension Help: [Online](#) or [Email](#) or contact NOW: Customer Services Phone:

Leaving Employment

When you are ready to leave employment please [click here to request your P45](#).

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This will take you to the P45 request form
(**NOTE:** if you have open assignments you will not be able to request a P45.)

1. Select the date of your last booking.
2. Select “What are you doing after you left your last HEI Employer?”
3. Select “What was your location after leaving?”
4. You can enter a option message to the Payroll Team.
5. Press “Submit” to complete your P45 request.

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P45 Request

Only use this form if you are leaving and want to be removed from payroll.

When you leave we issue you a P45 so you and your next employer have a record of the pay earned and the tax paid whilst working through us. By requesting your P45 will we automatically pay out all your outstanding holiday pay with your final payslip, then post your P45 a few days later.

N.B. Please make sure you correctly enter the **date of your last Booking** in the form below.

To:
Kings Teachers Payroll Team <payroll@kingsteachers.com>

From:
anup@msn.com

Subject:
P45 Request for Anup Mistry (128835)

Date of Last Booking:*

1

What are you doing after you left your last HEI Employer?*

2

What was your location after leaving?

3

Message:*

4

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Payroll Help Desk Number 08442 251 100

Once you have requested your P45, the King's Teachers Payroll team will acknowledge your request. It will take approximately one week to process your P45, and will be sent to you on a Friday. You will receive your P45 securely over email (the same email address you used to register and log in to your King's Teachers account).

For any help regarding your P45 please contact kingsteachers@kcl.ac.uk

If you are looking to request a P45 for the work carried out whilst you were on the monthly King's College London payroll you will need to contact payroll@kcl.ac.uk