

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

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

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King's Teachers

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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 holiday please click on “Assignments/Timesheets”



Anup Mistry(128874) | Updated 3 weeks ago | [Logout](#) | [Resume as](#)

Profile Strength: **13** | Max Working Hours: **20.00**
ID Check: **Yes** | Eligibility Check: **Yes**

Important: You are currently registered as a student and you are limited to work 20.00 hours / week.

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Mr Anup Mistry (London, Greater London,)

Profile Views: 106, 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

No Photo
On File

Personal Statement

Employment History

Position	Organisation	From	To
Test	King's College London (King's)	19/06/2022	06/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/2022	09/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/2022	09/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/2022	09/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/2022	06/22
[+] Click to expand			

Skills

To make your holiday request, You need to select the assignment you want to request holiday from by clicking on the “Timesheet” action on the right of the table



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Below is a list of your current or recent assignments. To get paid complete the online timesheet. email or call 020 3384 0431.

Showing assignments. Please select the dropdown above to select Older assignments if an assignment you are looking for does not appear in the list below.

Recent ▾

Search:

Ref	Job Title	Hours / Week	Location	Start Date	End Date	Status	Action
DTA-146013	GTA - AS12345 - Business	5.00	Guys - New Hunt's House	01/05/2022	30/09/2022	Changed	Timesheet
DTM-146326	GTA - AS12345 - Business	5.00	Guys - New Hunt's House	01/05/2022	30/09/2022	Changed	Timesheet
DTM-146327	GTA - AS12345 - Business	5.00	Guys - New Hunt's House	01/05/2022	30/09/2022	Changed	Timesheet
DTA-145999	Test - Test - Test	6.00	King's College London (King's)	19/06/2022	25/06/2022	Ended	Timesheet
DTM-146328	GTA - AS12345 - Business	5.00	Guys - New Hunt's House	01/05/2022	24/06/2022	Ended	Timesheet

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Once you have selected the assignment you want to request holiday from you will find a button of the bottom of your timesheet list, “Click here to request holiday” which will take you to the holiday request page.



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Kings Teachers Payroll Team: 020 3384 0431

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Timesheet List

Week Ending	Job Title	Timesheet No	Hours	Status	Date Processed	Action
31/07/2022	GTA - AS12345 - Business	1460132218	0.0	Unsubmitted		Enter Hours
24/07/2022	GTA - AS12345 - Business	1460132217	0.0	Unsubmitted		Enter Hours
17/07/2022	GTA - AS12345 - Business	1460132216	0.0	Unsubmitted		Enter Hours
10/07/2022	GTA - AS12345 - Business	1460132215	0.0	Unsubmitted		Enter Hours
03/07/2022	GTA - AS12345 - Business	1460132214	0.0	Unsubmitted		Enter Hours
26/06/2022	GTA - AS12345 - Business	1460132213	19.5	Approved		View
19/06/2022	GTA - AS12345 - Business	1460132212	0.0	Unsubmitted		Enter Hours
12/06/2022	GTA - AS12345 - Business	1460132211	0.0	Unsubmitted		Enter Hours
05/06/2022	GTA - AS12345 - Business	1460132210	0.0	Unsubmitted		Enter Hours
29/05/2022	GTA - AS12345 - Business	1460132209	0.0	Unsubmitted		Enter Hours
22/05/2022	GTA - AS12345 - Business	1460132208	0.0	Unsubmitted		Enter Hours
15/05/2022	GTA - AS12345 - Business	1460132207	0.0	Unsubmitted		Enter Hours
08/05/2022	GTA - AS12345 - Business	1460132206	0.0	Unsubmitted		Enter Hours

[Click here to request holiday](#)

Please do not include your holiday in your timesheet as this will be processed separately.

On the Holiday Request form:

1. You need to select the branch pool you want to request holiday from, select "King's Teachers"
2. Select the assignment you want to request from (this list will show you how much holiday you have remaining per assignment)
3. Select the date you want to take holiday for.
4. Press the submit button to submit the request.

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Anup Mistry NINO: TN231091M Payroll Ref: 128874

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

[Contract](#) [Payment Details](#) [Emergency Contact](#) [Compliance Docs](#) [Holiday Requests](#) [Payslip History](#)

If you are planning to book annual leave, you **should not** sign up for additional shifts with the university during this holiday period. Your annual leave should be a period of rest and relaxation and is crucial to ensuring your health and safety at work.

You must book a holiday on a day you would traditionally work and request hours for your normal working period. For example, if you work Mon - Fri for 5 hours a day you should not request a holiday for a Saturday for 7 hours. You must book 7 hours holiday over two days.

You have **4.8 holiday hours** remaining from the **total 4.8 hours** incurred for King's Teachers assignments.

Select Branch Pool:

1 King's Teachers

Select Assignment:

2 -Select Assignment-

Holiday Date:

Hours:

3 dd/mm/yyyy

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Submit

You will see a summary of the all the holiday you have accrued and the holiday you have remaining