

Working with Finance Administration (rev July 2018)

We appreciate the work of Community Teachers and we are keen to pay you for your services speedily and efficiently. **Payments for students' practice placements are usually paid into practice accounts.** Some teaching activities (e.g. seminars, guest speaking in symposia or other one off events) are delivered by Community Teachers outside their surgery time and payments can be made to the person individually usually via Kings Talent Bank.

You will not need to invoice for any payments for student practice placements or seminar teaching unless you have been specifically advised by us to do so. In order to manage the automatic payments we do need your banking details before you start teaching and it is your responsibility to inform us of any payment detail changes.

Payments for Student Practice Placements

Payments for student practice placements are paid directly into practice accounts. King's Finance Department requests that you submit banking details (bank details, sort code and account number) for first payments on **stationary showing your practice letterhead**. Your practice will be responsible for declaring the income to HMRC. As the KUMEC programmes have grown so have the number of payments.

In order to process payments efficiently **the schedule of payments for student placements are:** Phase 3 and Q1 student placements will be paid after the last teaching date. Stage 2 and 3 student placements will be paid after each term/block. Teaching for Stage 2 is generally paid per group of 8 students (if different this will be pro rata) and Phase 3 are paid per pair of students while for Stage 3 payments are made for single students.

Payments to Individuals

IMPORTANT - Changes to Individual Payments

We now use Kings Talent Bank to pay all individuals, therefore you will need to register with them.

Please see link below to register for Kings Talent. You need to complete the online part of registration first and then you can show your passport. You can either show your passport at the drop in time on a Thursday in Henriette Raphael between 10-12noon. Or you can email Susan Vaughan and arrange another time to pop in with your passport.
(support@kingstalentbank.com; susan.vaughan@keystone-jobs.com)

You can do this at any time and just need to complete the online part of the registration first and then show your ID documents to Susan Vaughan (Kings Talent Bank) concluding that part of the registration process.

In order to facilitate the transfer please find below the registration information for Kingstalentbank, in order that you are paid for the work that you do, once registered you are paid a week in hand.

Register on www.kingstalentbank.com Click on 'Join Our Talent Bank' and then 'Worker Registration' to complete form.

This process will take 10 minutes and you do not have to fill in all the options just the mandatory ones. Assistance can be provided if required, please contact customer.services@kingstalentbank.com

Once that is done it is necessary to meet you in person to complete this check. 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:

	For UK Citizens	For EU/EEA including Switzerland	For those outside the EEA
Option 1	An in date Passport	ID Card	Both your Passport AND Visa (which shows your working arrangements).
Option 2	Driving Licence + Birth Certificate + National insurance card / tax document stating your full name and National insurance number.	An in date Passport	

Original copies of the ID documents must be presented. We are unable to accept photocopies or scanned versions of the ID. You do not need to make an appointment, but please contact us if you have any questions.

This can be at one of our drop in sessions, which are

Susan Vaughan will be able to check your valid ID documents during the times below:

Tuesdays & Wednesdays: Strand Campus, 10am-12noon King's Careers and Employability - Strand Campus Macadam Building The Bridge, Level 1, Macadam Building Surrey Street London WC2R 2NS

Thursdays: Guys Campus 10am-12noon King's Careers and Employability - Guys campus The Mezzanine Henriette Raphael Building Guy's Campus London SE1 1UL

Alternatively you can undertake your compliance document checks on Mondays and Fridays at the Keystone Office, Suite 312, 88 Kingsway, Holborn, London, WC2B 6AA. The office is open for ID checks from 09:00 till 16:00. Please contact the Customer Services team if you need further clarification.

It is advisable to provide your tax documentation P45 part 2 and part 3 or a completed New Starter Checklist Form (which you can ask Simon Power or Susan Vaughan for) in order to avoid paying emergency tax.

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 submitted through the portal. You will be paid on a weekly basis (every Friday) provided timesheets have submitted and approved by 12 noon on a Tuesday.

If you are in any doubt about payments, invoicing, or financial matters, in the first instance we suggest you contact the KUMEC Administrator responsible for your Stage or Phase.