

Dear Associate,

Congratulations on being selected to work at the University of Sussex!

To ensure you receive payment for your work, it's essential that you complete all onboarding tasks with Adecco **before your start date**.

Below is a checklist of the required onboarding steps for all workers. Please review it carefully and complete any outstanding tasks as soon as possible.

1. Enter your pay details on Connect Communities - Login here:

<https://connect.myconnectcommunity.com/s/login/>

- Make sure to add your bank details to your Payroll Profile. You'll find a helpful guide attached to assist you.

2. Complete Your Right to Work (RTW) Verification

- Record a short video and upload your documents via ODRO: <https://odro.io/s/chblQ>
- You'll need to show your Passport or Share Code in a quiet, well-lit room. After recording, upload copies of your documents. Our team will review and verify them shortly. If anything needs adjusting, we'll contact you directly.
- If you hold a valid UK passport, you'll also receive a link to TrustID to upload your passport.

3. Complete the Confidentiality Agreement

- Please review, sign, and return the attached Confidentiality Agreement.

4. Sign Your Contract of Employment

- Your contract will be sent via DocuSign for electronic signature.

5. International students only

- Please email your CAS letter and proof of your Term Dates to us at onboarding@adecco.co.uk.

6. Complete your DBS application

- You will receive a link from our ICHEX system to provide your personal details, including your address history.
- You will also receive a TrustID link to upload your identification documents. Please note: this step is not a repeat of the Right to Work check; it is specifically for verifying your proof of identity and address.
- Ensure you have your passport (any nationality) or ID card, and your driving licence (if applicable). If you do not have these documents, you will be asked to provide additional proof of address separately.
- All names and addresses must match exactly across the documents you submit.
- If you have lived outside of the UK for more than 6 months within the last 5 years, an international check will also be run in parallel.

If you have any questions or need further support, feel free to email us at onboarding@adecco.co.uk.

For urgent enquiries, please call 01782 558126, select Option 1, and request to speak with the Adecco Onboarding Team directly.

We look forward to assisting you!

Best regards,

The Adecco Onboarding Team