

When will I be paid?

WORK BETWEEN THESE DATES *providing you have completed your payroll form		PAY DAY
01/06/2025	04/06/2025	25/07/2025
05/06/2025	04/07/2025	23/08/2025
05/08/2025	04/09/2025	25/09/2025

After I have started, when is payday?

Please see the above chart. Payday is on 25th of each month. If this falls over a weekend you will be paid the Friday prior to 25th. You must ensure to complete your payroll form, with bank details and HMRC information before the payroll timesheet period cuts off on 4th of each month. Please do this ASAP to avoid issues.

What can I expect in my final pay packet?

- ✓ As we offer short term contracts, any outstanding holiday which you are owed will be paid to you.
- ✓ If you had paid to join the DBS update service as part of your pre-employment checks with Stafford House Study Holidays, the cost for this will also be returned in your final pay. **This is only possible however, if you have provided us with the emailed receipt sent to you by the DBS.** (You would have received this when joining the update service). If you have any issues obtaining your receipt, please speak with your Talent Coordinator.

! YOU MUST COMPLETE YOUR PAYROLL FORM NOW

Please follow the link we have provided, it's super easy to complete and we have provided a how-to video. It is your responsibility to provide us with your bank details so please do this now to ensure we can set you up in payroll to avoid delays. This must be a UK bank account. If you don't have a UK address, there are some borderless bank options you may be interested in using, such as Revolut or Monese.

How do I obtain a National Insurance Number?

Candidates arriving from abroad who do not already have a National Insurance number can easily apply for one. Please head to: <https://www.gov.uk/apply-national-insurance-number>

Where can I find details of my pay rate?

Your pay rate can be found in your offer letter email, along with details of any increments or bonuses that have been agreed. Once your contract is issued as part of your offer pack, you will be able to see your pay rate there too.

Any questions - please contact

Payroll: payroll@catsglobalschools.com

HR: HR@catsglobalschools.com