



IMPORTANT THINGS TO KNOW

PAYROLL AND YOUR PAY

What do you need to do before summer?



YOU MUST HAVE A UK BANK ACCOUNT BEFORE WE CAN PAY YOU

Ensure you have a UK Bank Account – **we cannot pay wages into an overseas bank account**, so you will need to ensure you have a UK bank account ahead of the summer. 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. We cannot offer any financial advice so please research an option that works for you.



KNOW YOUR UK NATIONAL INSURANCE NUMBER

Know your UK National Insurance Number – if you haven't already received a UK National Insurance Number, the process is an easy one. Click [here](#) for more details on how to apply. **We cannot pay you without receiving your UK National Insurance Number.**

[Apply for a National Insurance number: Who can apply for a National Insurance number - GOV.UK \(www.gov.uk\)](#)



COMPLETE YOUR PAYROLL FORM

As part of the onboarding process (more details in the onboarding section), you'll be asked to complete a payroll form providing us with your banking information and National Insurance number. It's important you return that form to us as soon as possible once received as this ensures we have plenty of time to set you up on payroll.

Remember, if we do not have this information – we cannot pay you!



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WHERE CAN I FIND 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.

WILL I RECEIVE HOLIDAY ALLOWANCE

All summer staff receive a holiday entitlement. Due to the short nature of this contract and in line with our business needs, you will be paid any accrued holiday at the end of your contract, in your final pay.

IS THERE SICK PAY IF I AM UNABLE TO ATTEND A SHIFT?

We do not offer any sick pay however there is the option for you to make up your hours if you wish (providing there is a need at the centre). The UK government offer a statutory sick pay initiative which you can find details of here: Statutory Sick Pay (SSP): Overview - GOV.UK (www.gov.uk).

ARE MY TRAVEL COSTS PAID?

We don't reimburse any travel costs, except some relating to the training weekends. (Please speak to your hiring manager about this). Aside from this, we cannot support your travel costs when commuting to your place of work.

WHEN WILL I BE PAID?

You can see your pay schedule in the next section. This will vary, depending if you work for Stafford House Study Holidays or Stafford House International (for Canterbury based employees) Payments such as any outstanding holiday pay and pre-agreed payments i.e emergency phone cover, DBS update reimbursements, if applicable, will be within your final wages. If you are entitled to Loyalty Payments, these are paid alongside your weekly pay. Pre-agreed reimbursements for expenses accrued prior to starting work are usually awarded in your first pay.



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HOW WILL I RECEIVE MY PAYSLIPS/P45?

Employees of **Stafford House Study Holidays** will receive their payslips via their personal email address. These will be password protected with their date of birth. This is in the following format: DD/MM/YYYY

Your P45 will be issued with your final payslip. As Stafford House Study Holidays are only in operation for a short period, we do not produce P60s.

We are unable to reissue P45s once they have been sent. Please keep these safe.

Employees of **Stafford House International** can access their payslips via iTrent, the in-house employee portal. They will receive information on this post contract..

WHO CAN I CONTACT IF I HAVE A QUERY WITH MY PAY?

Please contact:

SHSHPayroll@catsglobalschools.com