

# Pay Information




## When will I be paid?

Dates worked between corresponding colours, represent your pay day

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	PAID
JUNE	2	3	4	5	6	7	
	9	10	11	12	13	14	27/06/2025
	16	17	18	19	20	21	
	23	24	25	26	27	28	11/07/2025
JULY	30	1	2	3	4	5	
	7	8	9	10	11	12	25/07/2025
	14	15	16	17	18	19	
	21	22	23	24	25	26	08/08/2025
AUGUST	28	29	30	31	1	2	
	4	5	6	7	8	9	22/08/2025
	11	12	13	14	15	16	
	18	19	20	21	22	23	05/09/2025
	25	26	27	28	29	30	
SEPTEMBER	1	2	3	4	5	6	19/09/2025

Eg. If you work from 16th June to 28th June, you will be paid on 11th July 2025

## What will I receive 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 experience any problems in obtaining this receipt, please contact the Talent Team.
- \* For information regarding reimbursement for pre-agreed costs relating to travel to Training Weekends, please speak to your Hiring Manager. (We do not reimburse costs for travel to your place of work)
-  If you are entitled to any pre-agreed loyalty payments (this is often applicable to returning staff - please check your offer letter and contract), these will be paid to you alongside your weekly pay, **not** at the end of your contract.

## 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 pay roll 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 will I receive my pay slips/P45?**

Your pay slip will be emailed to the personal email address that you had provided us with during your pre-employment checks. This will be password protected with your Date of Birth in the following format: DDMMYYYY - eg. 27th July 1995 would be 27071995

Your P45 will be emailed to your personal email address, password protected as with your pay slip after your final pay slip has been issued.

## **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: [SHSHPayroll@catsglobalschools.com](mailto:SHSHPayroll@catsglobalschools.com)**

**or**

**HR: [SHSHHR@catsglobalschools.com](mailto:SHSHHR@catsglobalschools.com)**