

# Insink: Our New Payroll Partner

As part of our commitment to enhancing the service we offer and enhancing your experience working on supply, **Now Education has partnered with Insink** to be our new outsourced payroll provider.

**Now Education** will continue to be your supply agency, ensuring you still receive the **same great service you know and trust** — but now with even more **support** and **benefits!**

By outsourcing our payroll to Insink, we will continue to deliver a streamlined and efficient payment experience, along with a host of additional benefits, including:

- Discounts, GP helpline access, financial advice, and more through **Corevex**.
- Easy online access to **contracts, KIDs, payslips**, and **documents** via the **Corevex portal**.

## Here's what you need to know:

- **No change** to your daily or hourly rate of pay rate.
- **No fees will be deducted** from your weekly pay; Insink are not an Umbrella company.
- If you are auto-enrolled in a workplace pension, your contributions will continue through **Jarvis**.

## To sum up:

- **Now Education will continue to be your supply agency**; we will continue to help you find the work that suits your needs.
  - **Insink will be your new employer**.
  - You'll **enjoy brilliant new benefits** which we believe will not only make your experience with Now Education even better but will also provide you with valuable tools and perks to support both your career and your everyday life.
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# Insink: Our New Payroll Partner

## Who are Insink:

- Insink are our new outsourced payroll partner and employer of record. They handle **payroll, compliance**, while **we retain full control of day-to-day operations**.

## What They Do:

- **Fully Compliant.**
- **Employee Security:** Advanced ID checks and Right to Work verification for fraud prevention.
- **Fast, Reliable Pay:** Same-day FPS payments for flexibility and speed.
- **Employee Portal:** Easy access to payslips, contracts, discounts, financial advice, accident insurance, and more.
- **Dedicated Support:** Experienced account managers ready to assist both you and our workers.

## Benefits Insink provides:

- A suite of **lifestyle benefits** through Corevex.

## Payroll & Payslips:

- **No change** to PAYE status.
  - **Holiday pay will continue** to be paid weekly as we currently do.
  - **No deductions** from gross pay — **no hidden fees**.
  - Payslips issued via the **Corevex portal** (login details are unique to each candidate and also give access to benefits).
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# Payroll: FAQ's

## Frequently Asked Questions:

### 1. Who do I contact regarding statutory sick pay or parental entitlement?

You will now contact Insink for any queries related to statutory sick pay or parental leave. Their email address is **team@insink.co.uk**.

### 2. Where is my P60 stored?

Your final P60 from Now Education has been issued. Going forward, your P60s will be accessible via the Corevex portal, where all employment documents are securely stored.

### 3. I've not received any communication.

If you haven't received communication from Corevex, please check your spam or junk folders. If you still haven't received anything, **contact your consultant at Now Education** so we can ensure your details are up to date and follow this up for you.

### 4. Why is Now Education not my employer anymore?

Recruitment agencies typically outsource payroll to specialist providers. To enhance your experience and offer more benefits, Now Education has partnered with Insink Ltd to take over payroll responsibilities. We are still your supply agency and will continue to find you work and support your teaching journey.

### 5. Will my pay rate change?

No – there will be no change to your daily or hourly pay rate.

### 6. Will my pension change?

No – your pension provider will remain as Jarvis under Insink. If you'd like to make changes or transfer your existing pension pot, Insink will be happy to support you with this process. Please contact Insink at **team@insink.co.uk**.

### 7. Is there a charge for the service?

No, there are absolutely no fees deducted from your pay.

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## FAQ'S Continued

### Frequently Asked Questions Continued:

#### 8. Is this an umbrella company?

No — **Insink is not an umbrella company**. You are employed under a standard PAYE model, meaning full transparency and no hidden charges.

#### 9. Will this change my tax code?

No — **your tax code will remain the same**. We've already provided your current tax code to Insink, so they can continue to operate payroll using the correct information from HMRC. There should be no interruption or emergency taxation.

#### 10. Will this affect me getting a mortgage because now I have changed employers, but I haven't?

Your employment history will show continuity of work, just with a new employer. Mortgage lenders understand this is common practice in the education and recruitment sector. We can provide confirmation of ongoing assignments and continuity of income if needed.

#### 11. Are payslips still going to be in the app?

Payslips will now be available through the **Corevex portal on a Thursday**. Login details will be sent to you by email — this platform is easy to use and stores all your documents securely.

#### 12. Is pay still weekly?

Yes — there will be **no change** to the frequency of your payments. You will continue to be paid weekly.

#### 13. What hours are the company contactable?

Insink has a dedicated support team. Their contact hours will be confirmed in your onboarding email from Corevex. You can also continue to contact your Now Education consultant with any immediate concerns.

Insink's contact number is **0330 2218 044**, and email is **team@insink.co.uk**.

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# The Process

## Welcome Email

- Once a placement is confirmed, your details will be sent to Insink.
- A welcome email will then be sent to you.

## Corevex Portal

- Right to Work: Insink will follow up with you to obtain your Right to Work documentation.
  - Please note: payment cannot be made until RTW has been collected by Insink.
- Contracts: Contracts will be available in the Corevex portal and you will be required to sign your contracts via the portal.

## Corevex Portal & Benefits

- As soon as you log into the Corevex portal, your contract will be displayed for you to 'Approve & Sign'.
- After signing the contract, you will then be prompted to 'Approve & Sign' your Key Information Document (KID).
- Once both documents are completed, you will gain full access to the Corevex portal and its benefits.
- Payslips will also be available within the Corevex portal. An example payslip will be attached to this document.

**For any queries regarding RTW, contracts or the Corevex portal please contact  
[team@insink.co.uk](mailto:team@insink.co.uk)**

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# Example Payslip & FAQs

To view your payslips in the Corevex portal, you must first approve and sign the contract. You will then have access to your payslips and all the benefits, below are some helpful notes on potential queries:

Date: 25/04/2025  
Document Number: 0000689508

Head Office:  
Suite 7,  
Unit C Bishops Mews,  
Transport Way,  
Cowley  
Oxford  
OX4 6HD

Company Registration Number: 15608097  
VAT No: 467387346

**To give total:**  
Qty x Unit cost = Amount.

**Days/Hours will show correctly.** ←

| Description | Qty   | Unit Cost | Amount  | Total   |
|-------------|-------|-----------|---------|---------|
| Hours       | 37.50 | £17.50    | £656.25 | £656.25 |

**Gross pay displayed here.** →

**Quantity of hours/days.** ←

**Basic + Holiday pay.**

Date: 25/04/2025  
Document Number: 0000689508

|             |                              |
|-------------|------------------------------|
| Employer:   | ZEUS INTERNATIONAL GROUP LTD |
| Employee:   |                              |
| ID:         |                              |
| NI No.:     |                              |
| Tax Period: | 3                            |
| Tax Code:   | 1257L W1MI                   |
| Agency:     |                              |

| Statutory Additions    |              | Statutory Deductions    |                |
|------------------------|--------------|-------------------------|----------------|
| SSP                    | £0.00        | PAYE Tax                | £82.80         |
| SMP                    | £0.00        | Employee's NI           | £33.14         |
| OSPP                   | £0.00        | SLR                     | £0.00          |
| ShPP                   | £0.00        | ACE                     | £0.00          |
| SAP                    | £0.00        | Pension                 | £0.00          |
| SPBP                   | £0.00        | Holiday Adjustment      | £70.50         |
| SNCP                   | £0.00        | Other                   | £0.00          |
| Other                  | £0.00        | <b>Total Deductions</b> | <b>£186.44</b> |
| <b>Total Additions</b> | <b>£0.00</b> |                         |                |

**Holiday pay is displayed here. Don't worry, this isn't being deducted or added, it's already included in your gross daily rate which is outlined above; which is your pay including holiday pay.** →

| Year to Date Taxable Pay |         | Breakdown                                        |                |
|--------------------------|---------|--------------------------------------------------|----------------|
| YTD Taxable Pay          | £656.25 | Gross Salary                                     | £656.25        |
| YTD Tax Paid             | £82.80  | Gross for Tax                                    | £656.25        |
|                          |         | Statutory Additions                              | £0.00          |
|                          |         | <b>Sub Total (including Statutory Additions)</b> | <b>£656.25</b> |
|                          |         | Statutory Deductions                             | <b>£186.44</b> |
|                          |         | Holiday Paid                                     | £70.50         |
|                          |         | <b>Net Pay</b>                                   | <b>£540.31</b> |

**Total NET pay displayed here.** →

**£540.31**

## Why is my tax/NI deduction higher than expected?

This could be due to your tax code, cumulative earnings, or changes in personal allowance. Please query this with Insink at [team@insink.co.uk](mailto:team@insink.co.uk).

## Why haven't I been paid for a certain day or booking?

It might be due to late timesheet submission, an unapproved shift, or a discrepancy needing clarification. Please query this with your consultant.

## How do I update my personal or banking details for payroll?

Please email the updated details to Insink at [team@insink.co.uk](mailto:team@insink.co.uk)