



TO AVOID PAY DELAYS FAX to 0207 281 8400

Instructions - Fax timesheet to 0207 281 8400 or email to timesheets@astarteachers.com

- Ensure all sections are filled in correctly give original to School Financial Controller -Teacher to keep a copy for their own records
- Daily Supply: fax or email Timesheet at end of each assignment
- Long-term Placements: fax or email Timesheet by 4pm Friday
- Failure to complete all steps may result in delays in processing pay

This section to be completed by the Teacher						
Candidate name						
School name						
Week ending	/ /					
For AWR Compliance you must answer both sections 1) and 2)						
*AWR requires us to track the total days worked for a specific hirer (school) through any source .						
1) Job Title: Teacher • Instructor • Cover Supervisor • HLTA/ TA/LSA • Nurs'y Nurse • Exam Invig. • Other						
2) Mark a cross (X) in the box if you have worked for this school through another agency since October 1, 2011						

This section to be completed by the School								
Class/Year	MON	TUE	WED	THU	FRI	TOTAL		
Full day (1) or Half day (1/2)						(days)		
Additional hours						(hrs)		
I confirm the total days worked are corre	ect and accept you	r accounts	s for the c	hargeable	days at th	ne agreed rate.		
Name								
Position				School Postcode				
Date								
Signature								

Authorisation of this timesheet confirms agreement to A* Star Teachers' Terms of Business