

Candidate

Name: _____ Payroll/Id Number: _____

School / Nursery

Name: _____ Postcode: _____

Timesheet for Week Commencing Monday _____ (Insert date)

Please complete either the Daily Paid or Hourly Paid Assignment box

Daily Paid Assignment

| Please tick to confirm the days worked below | | | | | | | | |
|--|--------|---------|-----------|----------|--------|----------|--------|-------|
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
| Whole Day | | | | | | | | |
| AM Only | | | | | | | | |
| PM Only | | | | | | | | |

OR

Hourly Paid Assignment

| Please enter the hours worked below | | | | | | | | |
|-------------------------------------|--------|---------|-----------|----------|--------|----------|--------|-------|
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
| Start Time | | | | | | | | |
| End Time | | | | | | | | |
| Hours Worked | | | | | | | | |

Candidate I confirm that I have worked the days/hours detailed above and that the information given on this timesheet is accurate.

Signed _____ Print Name _____

Client

I hereby confirm that the days/hours worked by the above-named candidate are correct and will accept your invoice for the chargeable days/hours at the agreed rates. I also agree to accept Step Teachers' terms and conditions of business as notified in writing.

Signed _____ Position _____

Print Name _____ Date _____

In order to ensure prompt payment for the days/hours worked, it is important that Step Teachers receives this timesheet by the Monday of the following week. Please return the timesheet via:

- Fax to 020 8882 3687
- Email a clear, in-focus scanned copy to timesheets@stepteachers.co.uk
- Post to Payroll, Step Teachers Ltd, South Point House, 321 Chase Road, London, N14 6JT.