

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.