

It is the responsibility of the candidate to ensure this timesheet is completed correctly and signed by an authorised member of staff at the education establishment. Failure to fully complete the timesheet correctly will result in the timesheet being rejected. To ensure prompt payment all timesheets must be received by our accounts department before 17.00 on Tuesday following the week worked.

Timesheets should be either: Scanned/Photographed and emailed to timesheets@classroomteachers.co.uk Faxed to 020 7299 7444 Posted to Payroll, Classroom Teachers Limited, Unit 3, Marlborough Business Centre, 96 George Lane, London, E18 1AD

Candidate Name: _____

Establishment Name: _____ Establishment Postcode: _____

Teacher TA Other : _____

Week Commencing Monday ___ / ___ / ___

Please complete only one of the tables below

Daily Paid Workers

	Example	MON	TUES	WED	THURS	FRI	SAT	SUN
AM	✓							
PM	✓							
Days to be paid	1							
Additional Hours to be paid eg. Parents Evening etc..	+2hours							

Total payable days:

Total payable additional hours:

Hourly Paid Workers

	Example	MON	TUES	WED	THURS	FRI	SAT	SUN
Start time	8.30							
Unpaid breaks	1hr							
Finish time	16.30							
Hours to be paid	7							

Total payable hours:

Approval required:

Educational establishment:

I am authorised to confirm that the above candidate has completed work satisfactorily on the hours/days stated above and that Classroom Teachers Limited's invoice will be paid in accordance with the payment terms. I also understand that should we subsequently engage the candidate or introduce them to any third party, then a placement fee may be applicable in accordance with the terms and conditions of contract.

By signing this timesheet you are agreeing to our Terms of Conditions.

Authorised Signature: _____

Date: ___ / ___ / ___

Print Name: _____

Position: _____

Candidate:

I certify that the above information is correct and I have worked the hours/days stated above.

Authorised Signature: _____

Date: ___ / ___ / ___

Print Name: _____

Payment to candidates will be made a week in arrears on a Friday, apart from Bank holidays and the Christmas period where you will be notified of the change of payment day.