



EDUCATION RESOURCING

# TIMESHEET

White - Client copy  
Blue - Candidate copy

It is the responsibility of the candidate to ensure that each section of the Timesheet is completed in **BLOCK CAPITALS** using a black ball point pen and is **SIGNED** by an authorised person at the school/educational establishment.

To ensure you are paid on time, Timesheets must be received by us before **5pm** on **MONDAY** following the week worked.

Signed Timesheets should be either scanned and emailed to **payroll@educationresourcing.com** OR faxed to **FREE FAX 0808 168 3005**.

WEEK ENDING DATE:

CANDIDATE NAME:

SCHOOL/EDUCATIONAL ESTABLISHMENT NAME:

ASSIGNMENT DETAILS:

DAY	START TIME	FINISH TIME	HOURS	HALF DAYS	FULL DAYS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL HOURS/DAYS					

### TO THE SCHOOL/EDUCATIONAL ESTABLISHMENT

I confirm that the above temporary worker has worked the hours stated to a satisfactory standard and that all invoices will be paid in accordance with your payment terms and we agree to accept your terms and conditions of business. We agree that, should any temporary worker be subsequently engaged, it will be through Education Resourcing Limited.

CONTACT:

POSITION:

SIGNATURE:

DATE:

### TO THE CANDIDATE

I confirm I have worked the days/hours stated above.

SIGNATURE:

DATE:

**PLEASE FAX BACK TO:  
FREE FAX  
0808 168 3005**