

Timesheet

Timesheet received after 12 noon on Tuesday may not be included in payroll that week. Please ensure the timesheet is completed in full.
Please scan or take a photo and email timesheets@plusstaffrecruitment.co.uk or fax to (44)207 681 2060



Specialist in Childcare & Education Recruitment

Timesheet Number: _____

T: 020 8299 1492

Employee Name: _____

F: (44)207 681 2060

Week Ending Date: _____

E: timesheets@plusstaffrecruitment.co.uk
www.plusstaffrecruitment.co.uk

Name and address of School/Nursery: _____

Day	Date	Start	Lunch	Finish	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

<p>By signing this timesheet, you are confirming that the hours are correct, the work was carried out satisfactorily and you authorise payment to the worker and payment of the invoice.</p> <p>Please note that unless agreed otherwise, payment terms are 14 days from invoice. NOTE: In the event that you take on the worker directly or indirectly (eg as casual bank staff) you become liable to an introduction fee - please see terms of business or contact the office for more information.</p>	Client name: (Please Print)
	Position:
	Signature :
	Date:

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If you prefer to scan and email your timesheet please email to timesheets@plusstaffrecruitment.co.uk You can download timesheets at www.plusstaffrecruitment.co.uk/site/timesheet.pdf