

Timesheet

School and Nurseries

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/Nursery. Failure to do so may result in the timesheet being rejected. To ensure that you are paid on time, timesheets **MUST** be received by us before 17:30 on **FRIDAY** following the week worked.

Approved timesheets should be:

- a. Scanned and emailed to admin@enlighten-supplypool.com
- b. Faxed to **020 8819 8422**

Candidate details

First name:

Last name:

Assignment details

School/Nursery name:

School/Nursery address:

Postcode:

Time details - Please complete **ONLY ONE** of the tables below (**EITHER DAILY OR HOURLY PAID**)

Daily paid candidates

	e.g	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM	✓							
PM	✓							
Payable Days	1							

Total days payable

Hourly paid rates

	e.g	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time	✓							
Finish Time	✓							
Payable Hours	1							

Total hours payable

Approval requirements

School/Nursery

I confirm that the above temporary worker has worked the hours/days stated above, as adjusted if necessary, satisfactorily and that your invoice will be paid in accordance with your payment terms. Furthermore I understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be levied in accordance with your terms and conditions of contract.

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

Candidate

I certify that I have worked the hours/days detailed above and have taken all rest periods as required and that the information given on this timesheet is accurate.

Print name

Signed

Date

Comments

Print name

Signed

Date