

# DAILY TIMESHEET



To help us pay you promptly, please ensure this timesheet is completed in full and faxed to the office by **Friday 5.30pm**

## Candidate Details

Full Name: \_\_\_\_\_

## Assignments Details

Week ending: Friday, \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

## Time Details

You were booked to work as: **Teacher:**  **Cover Supervisor / Teaching Assistant:**

|              | Example | Mon | Tue | Wed | Thu | Fri |
|--------------|---------|-----|-----|-----|-----|-----|
| AM           | ✓       |     |     |     |     |     |
| PM           | ✓       |     |     |     |     |     |
| Payable Days | 1       |     |     |     |     |     |

Total Days Payable:

Authorised Overtime:

## Approval Requirements

### SCHOOL

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### CANDIDATE

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Send timesheets to Payroll

Timesheets may be:

- a. Faxed to: 020 7739 5123
- b. Scanned and emailed to: [timesheet@gsleducation.com](mailto:timesheet@gsleducation.com)

**Your timesheet must be sent by Friday 5.30pm - your pay could be delayed if you do not provide a signed timesheet.**