

HOURLY 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:**

	Example	Mon	Tue	Wed	Thu	Fri
Start Time	9:00am					
Finish Time	5:00pm					
Payable Hours	7					

Total Hours Payable:

Approval Requirements

SCHOOL

Signed: _____

Print Name: _____ Date: _____

CANDIDATE

Signed: _____

Print Name: _____ Date: _____

Send timesheets to Payroll

Timesheets may be:

- Faxed to: 020 7739 5123
- Scanned and emailed to: 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.