



**EdStaff Limited**  
 Head Office  
 2nd Floor  
 85-89 Duke Street  
 Liverpool L1 5AP  
**T:** 0151 707 2955  
**F:** 0151 707 2966

<b>TIMESHEET</b>	
TEACHER'S NAME:	
WEEK ENDING FRIDAY:	

DAY	DATE	SCHOOL NAME	FULL DAY (TICK)	AM ONLY (TICK)	PM ONLY (TICK)	TEACHER'S SIGNATURE	AUTHORISED SIGNATURE
MON							
TUE							
WED							
THR							
FRI							
		<b>TOTAL DAYS/AM/PM/HOURS</b>					
<b>TEACHER'S COMMENTS:</b>							
<b>AUTHORISED REP'S COMMENTS:</b>							

N.B. It is the teacher's responsibility to manage timesheets and ensure that they are completed accurately and signed by an authorised rep. from the school. Timesheets must be posted first class or faxed to our head office for arrival by 12.00pm the following Monday.

**White copy - EdStaff    Green copy - Teacher    Yellow copy - School**