



EdStaff Limited
 10 High Street,
 Newton-le-Willows,
 WA12 9SN

Tel: 01925 295 810
 Fax: 01925 292 123

TIMESHEET

TEACHER'S NAME:

PAYROLL No.

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							
		TOTAL DAYS/AM/PM/HOURS					

TEACHER'S COMMENTS:

AUTHORISED REP'S COMMENTS:

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