

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 sent to the SENDhelp payroll email for authorisation by SENDhelp. Failure to do so may result in the timesheet being rejected. To ensure you are paid on time, timesheets MUST be received by us before 18:00 on FRIDAY at the end of the week worked, to be paid the following Friday.

Completed timesheets should be scanned and emailed to payroll@SEND-help.co.uk (PDF, TIFF or JPEG formats only)

Worker Details

First Name [grid]
Last Name [grid]

Assignment Details

School/Client's Name [grid]
School/Client's Address and Postcode [grid]

TIME DETAILS – PLEASE COMPLETE THE FULL START END AND BREAK TIMES FOR EACH DAY WORKED

Week Commencing (DD/MM/YYYY) [grid]

Hours Worked (Actual start, end and break times each day)

	e.g.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Time	8:30am							
Break Times	1 hr							
Finish Time	3:30pm							
Payable Hrs	6							

Total Hours Payable For This Week [grid]

Timesheet Approval

School/Client

I confirm that the above temporary worker has worked the hours/days stated above, as adjusted, if necessary, satisfactorily and that SENDhelp's invoice will be paid in accordance with the payment terms. I also confirm that I am authorised to sign as such on behalf of my school or employer. 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 the Terms of Business.

By signing this timesheet, you are agreeing to our Terms of Business (available to download from our website or on request from your consultant).

Signed: _____ Date: _____

Print Name: _____

Comments: _____

Worker

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.

Signed: _____ Date: _____

Print Name: _____