## **Timesheet**



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 I	Details									
First Name						Payro	ll Number			
Last Name										
Assignment Details										
Pupil/Young Person	's Name									
LBC Case Manager	's Name									
TIME DETAILS - PLEASE COMPLETE BOTH TABLES WHERE APPROPRIATE  Week Commencing (DD/MM/YYYY)  Support Time Worked  (Actual support sessions - time spent with the pupil/young person)										
		e.g.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	]
	Start Time	8:30am		rues		····ars			Jun	
	Break Times	1 hr								
	Finish Time	3:30pm								
	Payable Hrs	6								
Extra Time Worked (Team meetings, planning time, assessment time, and preparation time)  e.g. Mon Tues Wed Thurs Fri Sat Sun										
	Start Time	4:30pm								
	Finish Time	5:30pm								
	Payable Hrs	1								
Total Hours Payable For This Week  Timesheet Approval										
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.					5:41			Date		