

EDUCATION DIVISION TIMESHEET

FOR USE BY NURSERY/CRECHE ASSISTANTS, LEARNING MENTORS, TEACHING ASSISTANTS, LEARNING SUPPORT ASSISTANTS, TUTORS AND LECTURERS.

CLIENT NAME.....
 CONTACT.....
 ADDRESS.....

 TEMPORARY WORKER.....
 POSITION.....

Timesheet Number..... Week commencing.....

Please use hours and minutes when completing the time sheet i.e. 7 hrs 30 minutes. Please round total hours for the week to the nearest 15 minutes.

Day	Start Time	Finish Time	Lunch Time	Total Hours	Holiday Pay (from accrued entitlement)
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
				Total Payable Hours	

I certify that the total of.....hours, including overtime hours, have been satisfactorily worked and that payment will be made according to our terms of business, which I have received from you and accept as the basis of the transaction.

Signature.....Print Name.....

Position.....Date.....

- PLEASE PAY DAYS FROM MY ACCRUED HOLIDAY ENTITLEMENT THIS WEEK**
- I am due to finish this assignment on...../...../.....
- More work please, to start from/...../.....
- This is my last timesheet for this client
- Please send my P45

PLEASE RETURN BY 9.30am ON MONDAY MORNING – FAX 01843864773

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