

GB Recruitment (Staffs) Ltd
Tel: 01782 624444 - Fax: 01782 620004



RECRUITMENT

61-63 Lower Street
Newcastle-under-Lyme
Staffordshire
ST5 2RS

T I M E S H E E T

NAME:

WEEK COMMENCING:

DAY	DATE	SCHOOL NAME	FULL DAY	AM (ONLY)	PM (ONLY)	AUTHORISED SIGNATURE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

It is the teachers responsibility to manage timesheets and ensure that they are completed accurately and signed by an authorised representative from the school. Timesheets must be posted first class or faxed to our office for arrival by the following Monday no later than 12.00 noon. Payment will then be with-held until the next payroll.