

Timesheet



**BEYOND EDUCATION
RECRUITMENT**

Worker Name _____

Week beginning Mondays date _____

Nursery name: _____

Nursery contact name: _____

Address worked: _____

DAY	DATE	START TIME	FINISH TIME	LUNCH BREAK	TOTAL HOURS <small>(Minus lunch break)</small>
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
TOTAL WEEKLY HOURS (MINUS LUNCH BREAK)					

<p>By signing this timesheet you are confirming that the hours above are correct, the work was carried out satisfactory and you authorise payment to the worker and payment to the invoice.</p> <p>Please note, that unless discussed otherwise, payment terms are 7 days from invoice. (Please note that if you take on one of our workers directly or indirectly, you become liable for an introduction fee- please see our terms of business.</p>	Name:
	Position:
	Signature & Date:

PLEASE SCAN OR TAKE A PHOTO AN EMAIL YOUR TIME SHEET TO:

ACCOUNTS@BEYONDEDUCATIONREC.CO.UK

PLEASE NOTE TIME SHEETS NEED TO BE SUBMITTED BY 7PM ON FRIDAY, IF YOUR TIME SHEET IS NOT RECIEVED BY THIS TIME, YOU MAY MISS THE PAYROLL FOR THAT PERIOD.