

Absolute Education Timesheet

All approved timesheets **MUST** be returned to Absolute Education by 12.00 midday on the Monday following the week of your assignment. Timesheets can be returned via:

- Fax to 01270 252 177
- Email (scanned copy) to payroll@absoluteeducation.co.uk
- Post to Payroll Department, Absolute Education, 20 – 22 High Street, Crewe, Cheshire, CW2 7BN

Candidate Details

First Name

Candidate Name

Payroll No

Assignment Details

School / Nursery Name

School / Nursery Address

Postcode

Week Commencing Date

Daily Paid Candidates

	eg	Mon	Tue	Wed	Thu	Fri
AM	✓					
PM	✓					
Payable Days	1					

Total days payable for week

Hourly Paid Candidates

	eg	Mon	Tue	Wed	Thu	Fri
Start	9.00am					
Finish	5.00pm					
Payable Hours	7.0					

Total hours payable for week

Approval of Timesheet

School Representative

I certify that the TOTAL hours / days have been satisfactorily worked by the temporary worker named on this timesheet (amended where necessary) and that payment will be made in accordance with your terms of business as stated. I also understand that should the temporary worker subsequently be engaged at our school / nursery or be introduced to any third party by a representative of our school / nursery, our school / nursery will be liable to pay a fee to Absolute Education in accordance with your terms of business. Furthermore, I understand that signing this timesheet indicates my acceptance of and agreement to Absolute Education's terms of business (which can be downloaded at <http://www.absoluteeducation.co.uk>).

Signed Date

Print Name Position at School

Comments

Candidate

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 Position at School