

Timesheet

Please complete and return at the end of each day or days, if in the same school. It is the responsibility of all staff to ensure that each section is completed correctly and the timesheet is signed by an authorised signatory at the school. Please note that providing false or misleading information may result in disciplinary action and we reserve the right to recover any overpayment made to you.

Please send your completed timesheet to Marie at : timesheets@mooreteachers.co.uk
Or, you can WhatsApp to: [07305 135864](tel:07305135864)

Staff Details

First Name		Last Name	
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School Details

Name	
Locality	

Time Worked Details

Week Commencing Monday

D	D	M	M	Y	Y	Y	Y
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Please tick below to indicate the times worked. If you work over and above that as shown on the booking confirmation sent to you, please also enter time worked to ensure your pay is correct.

	Monday	Tuesday	Wednesday	Thursday	Friday
Year Group					
Full Day					
Half Day					

Total Days Payable

School Agreement

I confirm that the person above has worked the days as stated and that your invoice will be paid in accordance with your terms of payment. I understand and agree that, by signing this timesheet, we are accepting the Terms and Conditions of Moore Teachers.

Signed Name..... Date.....

Staff Agreement

I certify that I have worked the times detailed above and that the information given on this timesheet is accurate.

Signed..... Date.....