Protocol Education Timesheet
Schools and Nurseries

It is the responsibility of the candidate to ensure that each section of the timesheet is completed in **BLOCK CAPITALS** using a black ball point pen and is **SIGNED** by an authorised person at the school/nursery. Failure to do so may result in the timesheet being rejected. To ensure you are paid on time, timesheets **MUST** be received by us before **18:00** on **MONDAY** following the week worked.

Approved timesheets should be: (a) Scanned and emailed to payroll@protocol-education.com (TIFF or JPEG formats only)
(b) Faxed to 020 8237 4424
(c) Posted to Payroll Department, Protocol Education Limited, 247 Tottenham Court Road, London W1T 7QW

Worker Details

First Name

Payroll Number –

Last Name

Assignment Details

School/Nursery Name

School/Nursery Address

Postcode

TIME DETAILS - PLEASE COMPLETE **ONLY ONE** OF THE TABLES BELOW (EITHER DAILY **OR** HOURLY PAID)

Week commencing Monday (Day/Month/Year)

Daily Paid Workers

	e.g.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM	✓							
PM	✓							
Payable Days	1							

Total Days Payable

Hourly Paid Workers

	e.g.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Time	9:00am							
Unpaid Breaks	1 hr							
Finish Time	5:00pm							
Payable Hrs	7							

Total Hours Payable

Approval Requirements

SCHOOL/NURSERY

I confirm that the above temporary worker has worked the hours/days stated above, as adjusted if necessary, satisfactorily and that Protocol Education's invoice will be paid in accordance with the payment terms. Furthermore I understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be levied in accordance with the terms and conditions of contract.

By signing this timesheet you are agreeing to our Terms and Conditions (available to download from our website or on request from your consultant).

Signed: **Date:**

Print Name:

Comments:

WORKER

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: