



TIMESHEET

It is the responsibility of the Temporary Worker to ensure that each section of the timesheet is completed fully and signed by an authorised person at the educational establishment. Failure to do so may result in the timesheet being rejected. To ensure you are paid on time, timesheets MUST be received by us no later than 18.00 on MONDAY following the week worked. Approved timesheets may be scanned and emailed (admin@yhta.co.uk), or posted to the address at the foot of the timesheet.

SCHOOL:	CONTACT NAME:
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YOUR NAME: (Temporary Worker)	WEEK COMMENCING MONDAY: / /
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ASSIGNMENT DETAILS:

	eg	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	√					
PM	√					
Payable Days						

To the School: I confirm that the above Temporary Worker has worked the periods stated satisfactorily and that YHTA's invoice will be paid in accordance with your 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 due to you. By signing this timesheet you are agreeing to our Terms and Conditions (available to download from our website or on request from admin@yhta.co.uk) Signed: _____ Date: _____	To the Temporary Worker: Please read and sign to acknowledge your agreement with the following: I confirm that I have worked the periods detailed and all rest period entitlements have been taken. I have informed YHTA of any work I have carried out for any third party. Signed: _____ Date: _____
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MY FUTURE AVAILABILITY IS AS FOLLOWS:

W/C:/...../.....

W/C:/...../.....

W/C:/...../.....

W/C:/...../.....

	AM	PM
MON		
TUE		
WED		
THUR		
FRI		

	AM	PM
MON		
TUE		
WED		
THUR		
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	AM	PM
MON		
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	AM	PM
MON		
TUE		
WED		
THUR		
FRI		

Office use only
Hours verified by

Accounts/Payroll Enquiries 9 am – 1 pm Monday – Friday

Yorkshire & Humberside Teachers
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