

This must be faxed to 01572 820565 or emailed to timesheets@manaeducation.co.uk
by 2pm on Monday in order to ensure being paid on time.

mana education

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Email: timesheets@manaeducation.co.uk www.manaeducation.co.uk

WEEKLY TIMESHEET

TEACHER NAME: _____

WEEK ENDING: Sunday ____/____/____

SCHOOL: _____

Complete if part day/overtime

DAY	DATE	FULL DAY?	TIME START	TIME FINISH	TOTAL Hours/Days and Comments
Monday		<input type="checkbox"/>			
Tuesday		<input type="checkbox"/>			
Wednesday		<input type="checkbox"/>			
Thursday		<input type="checkbox"/>			
Friday		<input type="checkbox"/>			
Saturday		<input type="checkbox"/>			
Sunday		<input type="checkbox"/>			
TOTAL HOURS/DAY FOR WEEK =					

The above named worker has worked the days/hours above
and we agree to pay your account in accordance with your Terms and
Conditions of Business.

Authorised by: _____ Position: _____

Signature: _____ Date: _____

I certify that I have received and read your Terms Of Engagement For
Agency Workers (Contract For Services) and that I have carried out the work
detailed above.

Agency Worker Signature: _____ Date: _____

Don't forget our recommend a friend referral scheme and earn an extra
£100 – see website for terms and conditions.