

Connaught Resourcing Assignment Timesheet

Please return either by email to payroll@connaughtresourcing.com
or by fax to 0121 452 5064 before close of business each Friday

Name		Week ending date	
Client			
Address (inc Postcode)			

Daily Paid Candidates

DAY	DATE	AM	PM	PAYABLE DAY (E.G. ½ OR 1)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
				Total days:

Hourly Paid Candidates

DAY	DATE	START TIME	FINISH TIME	PAYABLE HOURS (EXCLUDING UNPAID BREAKS)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
				Total hours:

I certify that the attendance and work of the above Support staff has been satisfactory and no claim will be made against the agency's invoice. I acknowledge on behalf of my School having received and read Connaught Resourcing's Terms and Conditions of Business.

(Client's Authorised Signature + Job Title)

(Date)

I certify that I have received and read your Agency's Agreement and that I have carried out the work detailed above as well as taken rest period entitlements.

(Teacher's Signature)

(Date)