

Always Flourishing Timesheet

It is the responsibility of the Always Flourishing candidate to ensure that all sections of the timesheet are complete and signed by an authorised member of staff at the school/nursery. To ensure that you are paid on time, timesheets **MUST** be received by us before **18:00** on **MONDAY** following the week worked.

A copy of the timesheet should be emailed to timesheets@alwaysflourishing.com

Candidate Details

1. Week Ending Date:	2. Candidate's Name:
3. School/ Nursery Name:	4. Candidate Payroll Number:

Assignment Details

Please Ensure That Only **ONE** Of The Tables Is Completed.

Daily Paid Staff

	E.G	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Full Day	✓							
AM								
PM								
Payable Days	1							

Hourly Paid Staff

	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 Days Payable

Total Hours Payable

Authorisation

SCHOOL/NURSERY

I confirm that the above temporary worker has worked the hours/days stated above and will accept your accounts for the chargeable hours/days at the agreed rate. I also accept Always Flourishing's term and conditions of business and understand that fees may be payable should a candidate be engaged on a direct contract.

By signing this timesheet you are agreeing to our Terms and Conditions (available by request from your consultant)

Signed.....Date:.....

Print Name:

Position:

Postcode:

TEMP WORKER

I certify that that the information given on this timesheet is correct and I have taken all rest periods as required.

Signed.....Date:.....

Print Name:



Refer A Friend!

If you know a friend or colleague looking for a role, refer them to us to earn **£75 EACH!**

*Terms and Conditions Apply.