



Unit 4 Waterside Drive, Langley, SL3 6EZ • 01753 306177 • www.worldwideeducation.co.uk

Worldwide Education Recruitment Ltd. Timesheet

Timesheets must be submitted to:

Email: timesheets@worldwideeducation.co.uk

Name of Temporary (print):

Week Beginning:

| | Start Time | End Time | Break (s) | Total Hours to be paid (to the nearest 15 minutes) | School/Nursery Name | Signed | Print Name |
|-------|------------|----------|-----------|--|---------------------|--------|------------|
| Mon | | | | | | | |
| Tues | | | | | | | |
| Wed | | | | | | | |
| Thurs | | | | | | | |
| Fri | | | | | | | |

Important Information

- 1 Timesheets must be submitted by **4pm Friday OF THE WEEK you have worked.**
WorldWide Education Recruitment cannot chase missing timesheets or make payments without a signed timesheet
- 2 Timesheets can be signed by any senior member of staff within your place of work
- 3 Check your hours and break times are correct before submitting
- 4 Please ensure you enter the correct week beginning date
- 5 If you experience problems submitting your timesheet, please call **01753 306177**

Please Note: Copies of Worldwide Education timesheets can be downloaded under the **Teachers'** tab on our website:
www.worldwideeducation.co.uk