

Guidance for completion of timesheets

In order to ensure timely payment for days' worked, it is important that all timesheets are completed correctly and submitted on time.

Please read the simple instructions below and call us if you have any queries.

Once you have accepted a teaching position through Hourglass Education, you will be sent a timesheet which has been personalised for your use to make it even simpler for you to fill it in.

If you forget this timesheet, you can call us to send you another one or you can download a generic one from our website: www.hourglasseducation.com

At the end of your week's work, complete the timesheet, as shown on the sample below:

- Make sure your name and the school name are written clearly
- In the 'week ending' box, write the Friday which completes the week you are working
- Tick the full or half days you have worked and total them at the end
- Schools generally allocate specific members of senior staff to authorise timesheets, make sure that you get your timesheet authorised prior to sending
- It is your responsibility to make sure that we receive your timesheet, so if your school offers to do this on your behalf, please check that it has been received by Hourglass.
- You can choose to fax your completed timesheet or scan and email it. Teachers are increasingly taking responsibility for sending their own timesheets; many take clear photos with their smart phone and email them to us.
- If we do not receive your timesheet by 11.00am on Monday we will endeavour to send you a reminder by text.

Monday 1.00 pm is the final deadline for receipt of all timesheets; in order to ensure weekly payments, there can be no exceptions.

Please endeavor to send your timesheet every Friday to avoid any risk of missing this deadline.

HOURGLASS EDUCATION

Please return by fax, alternatively scan and email. To ensure prompt payment please make sure that this timesheet is received by Hourglass no later than Monday, 1.00pm

Please fax your timesheet to:

0208 711 6467

or email sophie.o'mahony@hourglasseducation.com

**Please check that your timesheet has been received by calling
01422 524 005**

Hourglass Education, Ripponden Business Park, Oldham Road, Ripponden
West Yorkshire, HX6 4FF

Teacher Name		School Name		Week Ending Date	
Please don't forget to write your name as it is often difficult to guess who you are!		Remember to tell us where you are working		Please enter the Friday which completes your week's work	
Day of week	Full day	Half day	Total days		
Monday	Please tick if you have worked a full day. ✓	...or this column if you have worked a half day.	1		
Tuesday	✓		1		
Wednesday	✓		1		
Thursday	✓		1		
Friday	✓		1		
		Total days	5		
TEACHER DECLARATION					
I confirm that I have worked according to the above.					
SCHOOL DECLARATION					
The above times stated are an accurate record of days completed by the teacher whose performance over these days has been satisfactory. Hourglass is hereby authorised to invoice this organisation at the agreed rate. By signing this timesheet I confirm that I have read and agree to Hourglass' Terms and Conditions of Business.					
Teacher signature	Don't forget to sign here	Authorising signature	Don't forget to get a signature here	Position	
Date	Make sure this is dated	Print name		Date	Make sure this is dated
Please circle means of payment	RACS (umbrella)	MYKEY (umbrella)	PAYE	Other umbrella company (name)	

Please remember to circle your payment company!