

TIMESHEET (AWR Compliant)



TO AVOID PAY DELAYS FAX to 0207 281 8400

Instructions - Fax timesheet to **0207 281 8400** or email to **timesheets@astarteachers.com**

- Ensure all sections are filled in correctly - give original to School Financial Controller - Teacher to keep a copy for their own records
- Daily Supply: fax or email Timesheet at end of each assignment
- Long-term Placements: fax or email Timesheet by 4pm Friday
- Failure to complete all steps may result in delays in processing pay

This section to be completed by the Teacher

Candidate name

School name

Week ending

/ /

For AWR Compliance you must answer both sections 1) and 2)

*AWR requires us to track the **total** days worked for a **specific hirer** (school) through **any source**.

1) **Job Title:** Teacher ♦ Instructor ♦ Cover Supervisor ♦ HLTA/ TA/LSA ♦ Nurs'y Nurse ♦ Exam Invig. ♦ Other

2) **Mark a cross (X) in the box** if you have worked for this school through **another** agency since October 1, 2011

This section to be completed by the School

Class/Year

MON

TUE

WED

THU

FRI

TOTAL

Full day (1) or Half day (½)

(days)

Additional hours

(hrs)

I confirm the total days worked are correct and accept your accounts for the chargeable days at the agreed rate.

Name

Position

Date

Signature

School Postcode

Authorisation of this timesheet confirms agreement to A* Star Teachers' Terms of Business

A Star Teachers' candidates are expected to: Dress appropriately ▪ Be punctual and prepared ▪ Follow the curriculum ▪ Avoid physical contact with students ▪ Respect the school resources ▪ Set and mark homework ▪ Observe school rules and custom ▪ Leave the rooms tidy*

Office Use Only

Signature:

Date: