

Each timesheet must have a UNIQUE reference number or it will not be accepted.



Magisters
Education

Timesheet Ref No: **H000223**

Tel: 0330 128 0969

Email: timesheets@magisters.co.uk

Nutrix Personnel t/a Magisters Education Ltd

Registered in England and Wales. Registration Number: 11357496
Registered Office: Bridge House 25-27, The Bridge, Harrow, HA3 5AB

Candidate Full Name	
Employee Number	
Week Ending Date	
School Name	
Contact Name	

Hours Worked

Day	Date e.g. 01/09/19	Start Time e.g. 08:00	Finish Time e.g. 20:00	Hours Worked e.g. 12:00	Position / Job Title	Authorised By (Signature)
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
Total hours worked in words						

Approved Signatory

I am authorised signatory for this Customer. I am signing below to confirm that both the pay point and the hours/days that I am authorising are accurate and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to Nutrix Personnel t/a Magisters Education Terms and Conditions that can be found at www.magisters.co.uk.

Signed by _____
Print Name _____
Date _____

Candidate Working

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/days detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and the civil recovery proceedings. I consent to the disclosure of information from this form to and by the Customer. I agree to the Nutrix Personnel Ltd t/a Magisters Education Terms and Conditions that can be found at www.magisters.co.uk.

Signed by _____
Print Name _____
Date _____