

**Social Care & Education**

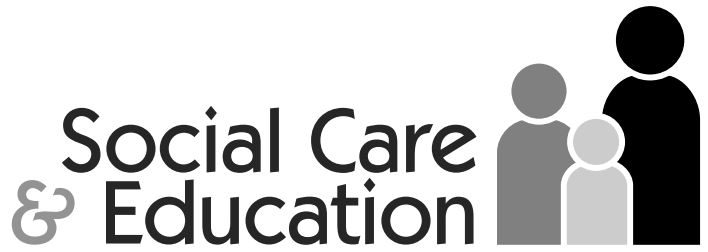
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Email: [finance@scsocialcare.co.uk](mailto:finance@scsocialcare.co.uk)

Website: [www.scsocialcare.co.uk](http://www.scsocialcare.co.uk)



Staff Name: .....

Employee Code: .....

Job Title: .....

Client Name: .....

Address: .....

Day	Date	Start Time	End Time	Breaks Taken	Sleep Ins <small>Please Tick</small>	Waking Nights <small>Please Tick</small>	Hours Worked	Client Signature
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Sun								
Total hours worked								

Comments	Signed

**CLIENT:** We certify that the total hours worked are correct and the supply worker's performance over these hours has been satisfactory. Social Care & Education are hereby authorised to invoice our organisation at the agreed rate and we agree to accept your terms and conditions of business. We (client) agree that, should any supply worker introduced to us by you later be offered any further work, it will be through Social Care & Education.

Staff Signature: ..... Print Name: ..... Date: .....

**Timesheets must be faxed or emailed by 9am on Monday.**  
**All shifts must be signed and dated by a senior member of staff.**  
**Please ensure that hours are recorded accurately and are totalled to the nearest 15 minutes.**  
**Final total should be entered in decimal e.g. 25.75 instead of 25¾. Any queries call 0116 271 5452**

Please do not write bank details or any confidential information on this timesheet. For any further information regarding timesheets, please contact [finance@scsocialcare.co.uk](mailto:finance@scsocialcare.co.uk) for a copy of the timesheet rules.