

# Time Sheet

Complete **one** time sheet **per** nursery, per week.  
 All time sheets **must** be received by end of business  
 Friday after your last shift. If your time sheet is not  
 received on time, payment may be delayed.

Please email your time sheet to:  
**timesheets@wizardstaffsolutions.com**

Please note: all time sheets **must** be signed **daily**  
 by an authorised person in the nursery to validate it.

**Your name:**

**Your Signature:**

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**Name of the Nursery you worked in:**

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Day	Date	Start	Break (in minutes)	Finish	Total hours (Deducting any break)	Nursery authorising signature	Print name of nursery signatory & job title
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>Total hours worked this week at this nursery:</b>							

Signatories are deemed to be authorised by the Client Company and to have received, read, understood and agreed our Company's Terms and Conditions of business. Additionally, should a client engage this person in **any capacity**, whether on a temporary, permanent or self-employed basis, the client will be liable for an introductory fee.

