

# classroom

THE HEART OF EDUCATION

## TIME SHEET

NAME OF TEMPORARY \_\_\_\_\_

WEEK BEGINNING \_\_\_\_\_

<b>Note to schools:</b> Please sign this time sheet to signify agreement with the total hours/days worked and that work has been done to your satisfaction.  Agreed by Name:		<b>start am</b>	<b>finish am</b>	<b>start pm</b>	<b>finish pm</b>	<b>Total hours/ mins/days</b>		
	<b>Mon</b>							
<b>Signature</b>	<b>Tues</b>							
<b>School</b>	<b>Wed</b>							
	<b>Thurs</b>							
	<b>Fri</b>							
<b>Client copy PINK – Temps copy GREEN – Accounts copy WHITE</b>							<b>Total</b>	

Please ask the school to sign this time sheet. The school should keep the pink copy, keep the green for yourself and send white copy to the payroll department at Classroom.

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e-mail timesheet@classroomteachers.co.uk

### EXPENSE DETAILS - TO BE COMPLETED BY EMPLOYEES OF PRIORITY PAYROLL SOLUTIONS ONLY



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#### NON RECEIPTED SCALE RATE PAYMENTS

Your claim for scale rate payments can be processed for each day worked. If you want to claim for a particular scale rate payment please put an (X) in the appropriate box.

	Mon	Tues	Wed	Thurs	Fri
Breakfast					
Lunch					
Dinner					

#### MILEAGE CLAIM

Complete the relevant box with mileage incurred.

	Mon	Tues	Wed	Thurs	Fri	Total
Car/Van						
Motorbike						
Bicycle						

By ticking the box, I confirm that I am an employee of Priority Payroll Solutions and am site based in accordance with sections 336-339 ITEPA 2003. As detailed above, I claim £5 for breakfast for each morning that my job obliged me to leave home earlier than normal and I purchased breakfast, £7.50 for lunch for each day I purchased lunch, and £15 for each day I worked beyond my usual meal time and purchased an evening meal.

By ticking the box, I confirm that I have used my home as an office this week and claim £3 for use of home as office.

By ticking the box, I confirm that I have completed PPS Expense Claim Form 2 for my receipted expenses and sent it to Priority Payroll Solutions.

For full details of any additional expenses to which you may be entitled to claim, please refer to PPS Allowable Expense Guide. For more information contact PPS on 0118 969 5007.

SIGNATURE \_\_\_\_\_



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