**Appendix B**

# TEACHERS’ COMMISSIONED WORK MONTHLY TIMESHEET

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **First Name(s):** | **Base:** |
| **Payroll Number:** | **Detail of Work:** | **Maximum hours required for work:** |
| **Start Date:** | **Anticipated End Date:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK  COMMENCING | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | TOTAL  HOURS  WORKED |
| Hours | Hours | Hours | Hours | Hours | Hours | Hours |
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| FINANCIAL CODE(S): 1/20/ / | | | | | | | |
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**Declaration -** I hereby certify that this payment claim is a true and accurate record of the hours I have worked.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorised by ESO/QIO/Head Teacher** Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form should be emailed to** [**Timesheets@pkc.gov.uk**](mailto:Timesheets@pkc.gov.uk)**. Payment deadlines are available on** the PKC Website - [Payroll deadlines](https://www.pkc.gov.uk/media/49328/Payroll-deadlines-for-permanent-and-fixed-term-teachers-for-financial-year-2022-2023/pdf/Permanent_and_FTC_Teachers_2022.2023.pdf?m=637819856315030000).