

Need a reliever? Call Abe at Education Personnel for FREE on 0508TEACHER!



Education Personnel Limited
 Level 7, 94 Dixon Street
 PO Box 11-626,
 Wellington, NZ
info@edperson.co.nz
www.edperson.co.nz

Employee Name: _____
First Name Last Name

Fax timesheet to:
387 8988

Please tick one: Trained & Registered Fundable (Primary Trained) Unregistered

| | Date | Start Time | Finish Time | Unpaid Break | Total Hours | Name of Centre | Signature on behalf of centre | Office Use Only |
|-------|------|------------|-------------|--------------|-------------|----------------|-------------------------------|-----------------|
| Mon | | | | | | | | |
| Tue | | | | | | | | |
| Wed | | | | | | | | |
| Thurs | | | | | | | | |
| Fri | | | | | | | | |

Time sheets should be faxed or sent each Friday afternoon.

Time sheets received after 12pm on closedown Monday will be paid in the next pay cycle.

Your pay will be direct credited to your account fortnightly on Wednesday and appear in your account Thursday. Please note that it is your responsibility to ensure you account for all placements, and to have this timesheet signed by a centre representative.

To avoid duplication, please fill in one timesheet per week and send in on the Friday afternoon.

Please keep a copy of this sheet in case of payment error.

Your signature confirms both the hours calculated and the terms and conditions of the Education Personnel Placement Agreement

Education Personnel Payment Schedule 2012

| Invoice Payment Deposited/Posted |
|---|
| 11 th January 2012 |
| 25 th January 2012 |
| 8 th February 2012 |
| 22 nd February 2012 |
| 7 th March 2012 |
| 21 st March 2012 |
| 4 th April 2012 |
| 18 th April 2012 |
| 2 nd May 2012 |
| 16 th May 2012 |
| 30 th May 2012 |
| 6 th June 2012 |
| 20 th June 2012 |
| 11 th July 2012 |
| 25 th July 2012 |
| 8 th August 2012 |
| 22 nd August 2012 |
| 5 th September 2012 |
| 19 th September 2012 |
| 3 rd October 2012 |
| 17 th October 2012 |
| 31 st October 2012 |
| 14 th November 2012 |
| 28 th November 2012 |
| 12 th December 2012 |
| 24 th December 2012 |

Invoices received by noon on the close down date will be paid on the invoice payment date. Payments are made into your account on the date listed. Please make sure that your invoice has been completed fully and has reached Education Personnel Ltd., by the close down date or you cannot receive your pay on the corresponding date. Your invoice must be signed by the centre. Please call if you need any more information. It is important that you keep copies of all invoices for your records. We recommend you check that all invoices have been sent in and paid.