

Teacher Attendance Form (For Supply & Permanent Additional Hours)

Guidance Note

This guidance note will help you complete the Teacher Attendance Form (timesheet) for Supply Teachers and Permanent teachers claiming additional hours in establishments within East Dunbartonshire.

Please Note:

- This timesheet is an editable PDF and must be completed **electronically** and **e-mailed** to the school office. A hard copy **should not** be printed and handed to the School Office
- For supply teachers - your booking confirmation e-mail contains information to help complete the timesheet, ie. your **employee number, school office e-mail address**
- It is your responsibility to ensure that your timesheet is completed correctly and **submitted by the last Friday of the month**. Failure to do this could lead to delays and Payroll processing could carry forward to the following month
- If you have worked in more than one school in the one pay period, **you must complete a separate timesheet for each school**

Name:	Please enter your Name, Address , and Telephone number in the relevant fields.
Address:	
Telephone number:	
School:	This field is a drop down; Select the name of the school you have worked at from the list provided
Employee Number:	This is a 7 digit number and timesheets cannot be processed by Payroll without it. Your Employee Number can be found on any payslip and in your supply booking confirmation email.
NI Number:	Enter your National Insurance number
Contract Type:	This field is a drop down; This timesheet can also be used for any permanent teachers who have worked additional hours. If you have worked supply then select SUPPLY or PERM ADDITIONAL HRS from the list provided
Presently employed as a Permanent Teacher in another EDC School?:	This field is a drop down; If you are currently a permanent teacher in a different school in EDC than the one you have worked supply for, please select YES or NO from the list provided
If Yes, please enter school:	This field is a drop down; If you answer YES to the above question, please select the name of the school from the list provided

Once you have completed your own information, document the hours you have worked in the boxes provided. You can document up to 5 weeks on a sheet for a school, however if you have worked in different schools in the same pay period, you must complete a separate sheet for each school.

- Enter the date against the day(s) you have worked using the drop-down calendar
- **Full Day? Y/N:** If you have worked a full day select **Yes** from the drop-down (Full day = 7 hours). If you have worked less than a full day select **No**
- **If no, enter Hrs:** enter the number of hours you worked
- If you were booked to cover supply but were not able to attend due to sickness, please tick the box against the day you were off sick, and enter in the Days/Hrs column what you had been booked in for and what you were meant to have worked

Once you have completed the timesheet, type name and tick the box at the bottom of the form to acknowledge you have read and agree to the declaration. Email the completed timesheet to the school office for the school you worked in **by the last Friday of the month** – the school office e-mail address can be found on your supply booking confirmation e-mail and on the School website. **Email should be marked as HIGH PRIORITY and subject should be: Teacher Attendance Form**

Please note employee Payslips will show the total time worked in hours and not days.

Any queries regarding your timesheet or pay must be directed to the School Office in the first instance. Please do not contact Payroll before you have contacted your School office.