


KES Timecard

KELLY EDUCATIONAL STAFFING

	BRANCH NUMBER		YOUR NAME						W/E SUNDAY			
	JOB NUMBER		NATIONAL INSURANCE									
<table border="1"> <tr><td>KEY</td></tr> <tr><td>FD = FULL DAY</td></tr> <tr><td>AM = MORNING ONLY</td></tr> <tr><td>PM = AFTERNOON ONLY</td></tr> </table>	KEY	FD = FULL DAY	AM = MORNING ONLY	PM = AFTERNOON ONLY	MON	TUES	WED	THURS	FRI	I AGREE TO THE HOURS SHOWN TO BE ACCURATE		OFFICE USE ONLY
	KEY											
	FD = FULL DAY											
	AM = MORNING ONLY											
PM = AFTERNOON ONLY												
					CUSTOMER SIGNATURE		FD-STRAIGHT					
OFFICE USE	OFFICE USE	OFFICE USE	OFFICE USE	OFFICE USE	PRINT NAME		AM - OT1					
					TITLE		PM - OT2					
					SCHOOL		OTHER - OT3					

HOLIDAY PAY IS INCLUDED IN THE DAILY PAY.

- 1 BRANCH NUMBER – A 4 digit number identifying the branch where you are registered.
- 2 JOB NUMBER – Your Kelly Consultant will give you a different job number for each new assignment.
- 3 YOUR NAME – Please print your full name, as registered with Kelly (no nicknames.)
- 4 YOUR NATIONAL INSURANCE NUMBER .
- 5 W/E DATE – Sunday's date at the end of the week in which you worked.
- 6 WORK COMPLETED – Record each days work completed, FD = Full day, AM = Morning only, PM = Afternoon only.

- 7 CUSTOMER SIGNATURE – Our customer approves your hours by signing this box, please ask the customer to print their name and title underneath. The school that you worked for is to be completed either by yourself OR the customer.

IMPORTANT NOTES

If you move, please notify your Consultant immediately.

Your timecard generates your pay and any errors or omissions could delay your pay, so ensure that your timecard is COMPLETE and LEGIBLE .

Ensure this timecard is faxed to your branch by 9am on Monday.