Falkland College

Enablement Programme Timesheet

- **This form must be submitted to Falkland College either by hand or emailed to fcclerk@college.ac.fk) by Friday (12noon) each week.**
- **Timesheet needs to be signed off for the hours worked by your work placement Supervisor.**
- **Failure to submit your timesheet on time will result in you not being paid.**

***Employees Name:** **Address:**   **Telephone Number:**
***Work Placement:** **Address:**   **Telephone:**

Date	Work Carried out and Where	Skills used	Hours	Signature of Supervisor
Monday ***Date:**				
Tuesday ***Date:**				
Wednesday ***Date:**				
Thursday ***Date:**				
Friday ***Date:**				

Total hours worked	

- **All fields marked * must be completed**

***Signature of Supervisor…….. Date: ……..**

***Signature of Employee …….. Date: ……..**

Proof of applying for other work (please list in the box below).

*

Office use only

Total hours worked on the Employment Scheme	Extra Hours worked	Amount Due	Signature of Employer