

Employer: _____ Employee: _____

Monday Dates	Hours		Nights	Live-In	Bank Holiday	Other	Holiday (hours)	<u>Sickness</u>						
	£____.____	£____.____	£____.____	£____.____	£____.____	£____.____		Please make the days of employee sickness BOLD below:						
								M	T	W	T	F	S	S
								M	T	W	T	F	S	S
								M	T	W	T	F	S	S
								M	T	W	T	F	S	S
Four Week Totals (hours):								If sick, please BOLD the days normally worked below:						
Is this previous years/carried over holiday? <input type="checkbox"/> If yes, cross (X) box								M	T	W	T	F	S	S

This is a true record of the work my employee has done for me during these four weeks.

Signed (Employer)*	
Date	/ /

Emailing payslips (for employee to complete)*

Email address	
Payslip password	

If this worker is leaving, please call 01473 603876 before completing this section.

Date of last day of work:	
Outstanding holiday day?	Yes / No
Issue P45?	Yes / No
Redundancy Pay required?	Yes / No
Employee on probation?	Yes / No
Pay in lieu of notice / working notice (Delete as appropriate)	

Please send me:

Timesheets	
Dates List	
PA Expenses Form	
Email Auth Form	

Useful Information

Employee starting or leaving	If an employee is starting or leaving, call 01473 603876 for advice on how to complete the front of the timesheet.
Total Hours Worked	Please complete the four-week totals at the bottom of the form. Please make sure your total of hours is correct.
Holiday	If your employee takes holiday you need to record the hours taken in the holiday column. Don't forget to reduce their worked hours by this amount. Holiday year runs from April to March.
Bank Holiday	If your employee gets paid extra to work on Bank Holidays, please write the hours and the rate of pay in the Bank Holiday column. Don't forget to reduce their worked hours by this amount.
Sickness	If your employee cannot work due to illness, simply tick the days they were sick on the front of the timesheet. Please also complete the "days normally worked" section.
How to send us your timesheet	<p>We need your timesheets by 4:30pm on Tuesday in the week payment is due. (If it is a Bank Holiday, Christmas or Easter then please check your dates list for any changes.)</p> <p>Post: Equal Lives, Ground Floor, St Vedast House, St Vedast Street, Norwich, NR1 1BT</p> <p>Email: timesheets@equallives.org.uk</p> <p>If you would like details on how to set up an authorised email address for sending in your timesheets and receiving your monitoring, please tick the 'email authorisation form' box on the front of this timesheet.</p> <p>Please note: <i>email authorisation is not for employees. Any timesheets sent from an employee's email address should be signed by an authorised person.</i></p>
Email payslips	*We are moving over to a new payroll software, meaning payslips will be emailed. If you have not already, please complete the "Emailing payslips" box on the timesheet. The password will be for the payslip as it will be sent as a protected document.