

Employer: \_\_\_\_\_

Employee: \_\_\_\_\_

**SUFF**

Monday Dates	Hours		Nights	Live-In	Bank Holiday	Other	Holiday	<b>Sickness</b>						
	£	£	£	£	£	£		Please make the days of employee sickness <b>BOLD</b> 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
<b>Four Week Totals:</b>								If sick, please <b>BOLD</b> the days normally worked below:						
								M	T	W	T	F	S	S

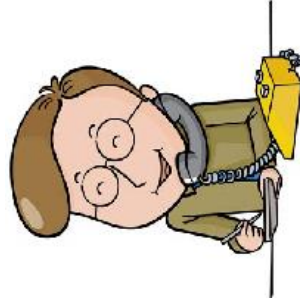
This is a true record of the work my employee has done for me during these four weeks.	
Signed (Employer)*	
Date	/   /

Emailing payslips (for <u>employee</u> to complete)	
Email address	
Payslip password	
Signed	

<b>If this <u>worker is leaving</u>, please call 01473 603876 before completing this section.</b>	
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
<b>Pay in lieu of notice / working notice (Delete as appropriate)</b>	

<b>Please send me:</b>	
Timesheets	
Dates List	
PA Expenses Form	
Email Auth Form	

# Useful Information



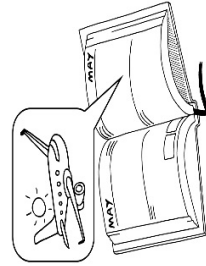
## Employee starting or leaving

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 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.**



## 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

There are lots of ways to send timesheets to us.

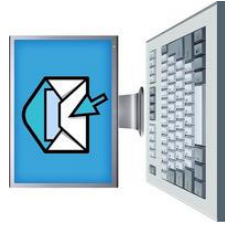
**We need your timesheets by 4:30pm on Tuesday in the week payment is due.** (If it is a Bank Holiday, Christmas or Easter then please check your dates list for any changes.)



Post: Equal Lives, Suite 222, Sackville Place, 44-48 Magdalen Street, Norwich, NR3 1JU

Fax: 01508 491223 (most Post Offices and Libraries offer this service.)

Email: [timesheets@equallives.org.uk](mailto:timesheets@equallives.org.uk)



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.