

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

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

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

Is this previous years/carried over holiday?  **M T W T F S S**  
If yes, cross (X) box

Signed (Employer)*	
Date	/ /

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

Date of last day of work:	
Outstanding holiday pay?	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>	

Timesheets	
Dates List	
Email Auth Form	

# Useful Information

<b>Employee starting or leaving</b>	If an employee is starting or leaving, call 01473 603876 for advice on how to complete the front of the timesheet.
<b>Total Hours Worked</b>	Please complete the <b>four-week</b> totals at the bottom of the form. Please make sure your total of <b>hours</b> is correct.
<b>Holiday</b>	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. <b>Holiday year runs from April to March.</b>
<b>Bank Holiday</b>	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.
<b>Sickness</b>	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.
<b>How to send us your timesheet</b>	<p>We need your timesheets by <b>4:30pm on Monday</b> 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: <b>Equal Lives, Ground Floor, St Vedast House, St Vedast Street, Norwich, NR1 1BT</b></p> <p>Email: <a href="mailto:timesheets@equallives.org.uk">timesheets@equallives.org.uk</a></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><b>Please note:</b> <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>
<b>Email payslips</b>	*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.