Graphical user interface, text, application

Description automatically generated

### 4 WEEKLY PAYROLL TIMESHEET

### 10/08/2024 – 06/09/2024 (Period 6)

**For Pay Day on 20th September 2024**

**Name of Employer**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Member of staff** | **Hours**  **worked** | **Rate of**  **pay** | **Holiday**  **(number of hours taken)** | **From** | **To** | Sick hours | From | **To** |
| From 10/08/2024 to 16/08/2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 17/08/2024 to 23/08/2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 24/08/2024 to 30/08/2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 31/08/2024 to 06/09/2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Timesheets must be submitted by 9th September 2024 to guarantee payment on time. Timesheets submitted after this date will be processed the following week. Please return to:

**Direct Payments**

Authorised by: …………………………………………………………….… (Employer) Date: ……………………………. **The People First Conference Centre**

**People First cannot process without a signature Milbourne Street**

**Carlisle**

Adjustments / Notes ……..……………...……………………………………..

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##### CA2 5XB

**timesheets@wearepeoplefirst.co.uk**