

###

### 4 WEEKLY PAYROLL TIMESHEET

### For period ending 12th January 2024 (Period 11)

**Name of Employer**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Member of staff**  | **Hours****worked** | **Rate of****pay** | **Holiday****(number of hours taken)** | **From** | **To** | Sick hours | From | **To** |
| From 16/12/2023 to 22/12/2023 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 23/12/2023 to 29/12/2023 **(Due this date)** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 30/12/2023 to 05/01/2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 06/01/2024 to 12/01/2024 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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**