

### 4 WEEKLY PAYROLL TIMESHEET

### 25/01/2025 – 21/02/2025 (Period 12)

**For Pay Day on 7th March 2025**

**Name of Employer**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Member of staff**  | **Hours****worked** | **Rate of****pay** | **Holiday****(number of hours taken)** | **From** | **To** | Sick hours | From | **To** |
| From 25/01/2025 to 31/01/2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 01/02/2025 to 07/02/2025  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| From 08/02/2025 to 14/02/2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 15/02/2025 to 21/02/2025 |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Timesheets must be submitted by 24th February 2025 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**