A black and grey logo

AI-generated content may be incorrect.

### 4 WEEKLY PAYROLL TIMESHEET

### 06/09/2025 – 03/10/2025 (Period 7)

**For Pay Day on 17th October 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 06/09/2025 to 12/09/2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 13/09/2025 to 19/09/2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 20/09/2025 to 26/09/2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| From 27/09/2025 to 03/10/2025 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Timesheets must be submitted by 06th September 2025 to guarantee payment on time. Timesheets submitted after this date will be processed the following week. Please return to:

**UDirect Support**

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

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

**Carlisle**

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

………………………………………………………………………………………

##### CA2 5XB

**timesheets@wearepeoplefirst.co.uk**