

PERIOD ENDING: 20th

PAY RATE(s):

EMPLOYER:

PERSONAL ASSISTANT:

This timesheet needs to be returned to Parkside Payroll before payroll can be processed. **Please allow three working days from receipt of all PA timesheets for payroll to be processed.** Please do not send in earlier than 15th of the month unless you have received permission for early pay.

Please send in timesheets via: WhatsApp: 07591927518, Email: admin@parkside-payroll.co.uk or post to us at: Parkside Payroll, The Hope Centre, Bernard Road, Sheffield, S2 5BQ

Date	Number of Hours Worked	Shift Start Time	Shift End Time	Overnights/Sleep-ins (Separate from number of hours worked)	Holidays Taken (in hours)	Notes
21 st						
22 nd						
23 rd						
24 th						
25 th						
26 th						
27 th						
28 th						
29 th						
30 th						
31 st						
1 st						
2 nd						
3 rd						
4 th						
5 th						
6 th						
7 th						
8 th						
9 th						
10 th						
11 th						
12 th						
13 th						
14 th						
15 th						
16 th						
17 th						
18 th						
19 th						
20 th						
TOTAL HOURS WORKED				TOTAL HOLIDAYS TAKEN (IN HOURS)		

We hereby certify that the details on this time sheet have been checked by both the employer and the employee and that they are accurate.

Signed

Employer _____

Personal Assistant _____