

MONTH ENDING:		<b>1</b>		PAY RATE(S):	
EMPLOYER:		<b>2</b>		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 the 25<sup>th</sup> of the month unless you have received permission for early pay.

Please send in timesheets via: WhatsApp: 07591927518, Email: [admin@parkside-payroll.co.uk](mailto: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
1 <sup>st</sup>						
2 <sup>nd</sup>						
3 <sup>rd</sup>						
4 <sup>th</sup>						

1. Always ensure that you have written the Employer's Name (this is the family not SCC), the PA's name, their pay rate and the pay-date.
2. Enter every time you work a shift and put the total hours for that day in the lefthand column (number of hours worked)
3. If you work overnights in addition to daytime hours, please use the appropriate column. Total can be written next to your number of day-time hours worked.
4. If you are taking holiday, please write the number of hours (not number of days) – these hours are not to be included in the number of hours worked total.
5. Work out the total hours to be paid from "number of hours worked column" and number of holiday hours taken from "holidays taken (in hours)" column.

TOTAL HOURS WORKED		TOTAL HOLIDAYS TAKEN (IN HOURS)	
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6. Make sure that the timesheet is signed by both employer and PA – This can be electronically or hand-written. Your wages cannot be processed without the employer's signature.

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 \_\_\_\_\_

Parkside Payroll will process your time sheet on behalf of your employer, please notify the payroll office of any errors immediately.

Please allow three working days from receipt of all PA timesheets for payroll to be processed.

Incorrectly completed time sheets may be returned for clarification, which could result in a delay in the payment of your wages.