

MONTH ENDING:

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 the 25th 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
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						
21 st						
22 nd						
23 rd						
24 th						
25 th						
26 th						
27 th						
28 th						
29 th						
30 th						
31 st						
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 _____