

Signed

Employer

Timesheets - 4 Weekly

PERIOD ENDING:				PAY RATE(s):	PAY RATE(s):		
EMPLOYER:				PERSONAL ASSISTA	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 5 days before period end 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	
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.							

Personal Assistant