

# TIME SHEET

Employer: A. N. Other Code: E  
 Employee: Mr John Smith Comp: 1234  
 Period ending: 25 / 09 / 05 Tax Wk: \_\_\_\_\_

This time sheet needs to be in the Payroll Office no later than 9.00 a.m. on the **TUESDAY** after the week ending date entered at the top of the page. Post to: Penderis Trust, Seven Stars Estate, Wheeler Road, Coventry CV3 4LB. Or fax to: 024 7651 1166

	AM	PM	Std Hours	Rate 1	Rate 2	Holiday Pay (value)
Monday	2	2	4			
Tuesday	2	2	4			
Wednesday						
Thursday	2	2	4			
Friday						
Saturday		3	3			
Sunday	2	2	4			HOLIDAY PAY PLEASE. 12 HOURS @
Monday	2	2	4			£7.20 6 HOURS @
Tuesday						£8.00
Wednesday						
Thursday	1	1	2			
Friday	1	1	2			
Saturday		3	3			
Sunday	2	2	4			A. N. OTHER
Monday	2	2	4			IN HOSPITAL
Tuesday	2	2	4			PLEASE PAY
Wednesday						RESPIRE AT
Thursday	2	2	4			75%
Friday		3	3			
Saturday		3	3			
Sunday						
Hours worked			24	12	Respite Pay	Holiday Pay
Rate			£7.20	£8.00	12@£7.20 6@£8.00 @75%	
Gross			172.80	96.00	101.03	134.40
Total Gross			504.23			

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: \_\_\_\_\_ Signed employee: \_\_\_\_\_

Penderis Payroll Bureau will process this time sheet on behalf of your employer, please notify the payroll office of any errors immediately. Incorrectly completed time sheets may be returned for clarification, which could result in a delay in payment of your wages.

Always ensure that you have the employee's name and the end of the period date.

Enter the hours you have worked on any one day and carry them over to the total for the day.

Ensure you enter your hours in the correct rate of pay. i.e. weekends could be at a higher rate.

If you want us to pay holiday pay please tell us how many hours and at what rate of pay.

If you are in hospital or on holiday are you paying respite or retainer payments and how much?

Work out the total hours to be paid and the total amount for each column. Add the line across to arrive at the gross pay.

Ensure that the timesheet is signed by both the employer and the employee. We will not process your payslip without the employer's signature.