

How to fill in a timesheet

This factsheet explains how to fill in a timesheet for Equal Lives' Payroll service. However if you are running your own payroll you may still find this information useful as you will need to record any hours your employee works to make sure you pay them correctly.

If you are using Equal Lives' payroll service you will need to send in signed timesheets for each of your employees every four weeks. There is a blank timesheet you can use to do this (overleaf) or you can provide us with this information in another format. You can request blank timesheets from us or take photocopies of the one provided.

You need to send the timesheets in by post, fax or by your authorised email account and no later than the date shown on your dates list. **If you miss the deadline your employees will not be paid until the following week**, a dates list will be in your welcome pack, however if you require one please contact Equal Lives.

Employer / Employee: You need to write your name and the name of your employee in capitals so we can easily read who the timesheet is from and who it is for.

Monday dates: You need to write the Monday dates for weeks 1,2,3 and 4 of that pay period. You should be able to find the Monday dates on your dates list.

Rate of pay: You need to write the amount you pay your employee per hour / night / live in or other where the £ space is . If you pay someone more than one rate you need to make sure these are listed under the correct headings.

Hours Worked:

Working Hours: You need to write the total number of hours worked for each week under the appropriate pay rate and add up total number of hours worked for that four week period (do not include holiday or sickness within this total). We will pay your employee the total hours worked as shown on the timesheet so you need to make sure this has been added up correctly.

If your employee has just started the first timesheet may not be for the full four weeks, therefore you may need to fill out two timesheets. In your welcome pack you will receive some timesheets and a dates list to work this out.

Bank Holidays: Only write the actual hours worked on the front of the timesheet; select 'yes' under 'bank holidays, sickness, or holidays' and then fill in the bank holiday section on the back .

Holidays / Sickness: You need to select 'yes' under 'any bank holidays, sickness, or holidays' on the front of the timesheet for the appropriate week and **only write these hours on the back of the timesheet.**

Signatures: You and your employee need to sign and date the timesheet. If you cannot sign the timesheet your authorised signatory can do this on your behalf. We cannot accept timesheets that have not been signed by you, however we can process these without your employees signature if necessary.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ

Employer _____

(Direct payments user)

Employee _____

(PA/carer)

Enter total hours/nights **actually worked** each week (not including holidays)

Monday dates ↓		Hours ↓	Hours ↓	Nights ↓	Nights ↓	Live-in ↓	Other ↓	Other ↓	Any bank holidays, sickness, or holidays?
		£	£	£	£	£	£	£	
Week 1									Yes / No
Week 2									Yes / No
Week 3									Yes / No
Week 4									Yes / No
Four-week totals →									↑ If "Yes" please complete the back of this form

I confirm I have worked for my employer as shown.

Signed (employee) _____ Dated _____

This is a true record of my employee's work for me during these four weeks.

If I have a supported account, I authorise Equal Lives to pay my employee on my behalf.

Signed (employer/authorised signatory) _____ Dated _____

Send completed timesheets to Equal Lives, 15 Manor Farm Barns, Framingham Pigot, Norwich NR14 7PZ

(Fax: 01508 491223 / Tel: 01508 491221) Email: timesheets@equallives.org.uk

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Sickness

Please fill in the box below if your employee has had any time off sick, **do not** put these hours on the front of this form.

Dates of sickness
(For example Mon 7 to Sun 20)

Days normally worked
(For example Mon, Tue , Fri)

Holidays

Please fill in the box below if your employee has taken any holiday, **do not** put these hours on the front of this form.

Dates of holiday
(For example Mon 21 to Fri 25)

Hours/nights to be paid
(For example 5 hours and 2 nights)

Bank holidays

If your employee gets paid extra for working on bank holidays please fill in the box below. Remember to include the number of hours or nights they **actually worked** on the front of this form.

Date of bank holiday
(For example Mon 31)

Hours/nights to be paid
(For example 2 hours)

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