

Employer: _____

Employee: _____

Rates:	Hours		Nights	Bank Holiday	Other (i.e. mileage)	_____	Holiday (hours)		Sickness								
												Please highlight days of sickness, including <u>non-working days</u> :					
Monday dates	£____.____	£____.____	£____.____	£____.____	£____.____	£____.____	£____.____	£____.____									
Four Week Totals (hours):																	
									Please confirm normal/planned working days, highlight below:								
									Is this previous years/carried over holiday? <input type="checkbox"/> If yes, cross (X) box								

For irregular working patterns see next page

Signed (Employer)*	
Date	

Date of last day of work:	
Outstanding holiday pay?	Yes / No
Issue P45?	Yes / No
Redundancy Pay required?	Yes / No
Employee on probation?	Yes / No
Pay in lieu of notice / working notice (Delete as appropriate)	

<u>Please cross (X) box</u>	
Timesheets	
Dates List	
Email Auth Form	

Emailing payslips (for <u>employee</u> to complete)*							
Email address							
Payslip password							

Useful Information

Employee starting or leaving?	Employee starting or leaving? Call 01473 603876 for advice.
Total Hours Worked	Please complete the four-week totals at the bottom of the form. Please make sure your total of hours is correct.
Holiday	If your employee takes holiday you need to record the hours taken in the holiday column. Don't forget to reduce their worked hours by this amount. Holiday year runs from April to March.
Bank Holiday	If your employee gets paid extra to work on Bank Holidays, please write the hours and the rate of pay in the Bank Holiday column. Don't forget to reduce their worked hours by this amount.
Sickness (Statutory Sick Pay)	If your employee cannot work due to illness, simply highlight the days they were sick on the front of the timesheet. Please also complete the "normal/planned working days" section. <u>Irregular working patterns:</u> Agree with your employee their qualifying days, this could be the days they usually work or had planned to work. If they genuinely have no set days, highlight every day as a "normal/planned working day". You must continue to submit timesheets during their sickness.
How to send us your timesheet	We need your timesheets by 4:30pm on Monday in the week payment is due. (If it is a Bank Holiday, Christmas or Easter then please check your dates list for any changes.) Post: Equal Lives, Ground Floor, St Vedast House, St Vedast Street, Norwich, NR1 1BT Email: timesheets@equallives.org.uk If you would like details on how to set up an authorised email address for sending in your timesheets and receiving your monitoring, please tick the 'email authorisation form' box on the front of this timesheet. Please note: <i>email authorisation is not for employees. Any timesheets sent from an employee's email address must be signed by an authorised person.</i>
Email payslips	* If you have not already provided this information, please complete the "Emailing payslips" box on the timesheet. The password will be for the payslip as it will be sent as a protected PDF document.