

How to fill in Disability Resource Centre 4-weekly timesheet

Employer's name



4-weekly timesheet

Employer's Name: _____
 Your name: _____
 Address: _____
 Tel (home): _____ Tel (mobile): _____

PA details

Week beginning date

Write the days and hours worked by PA

Week Commencing:	Hours	Type: Normal / Holiday / Respite
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week Commencing:	Hours	Type: Normal / Holiday / Respite
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Write the days and hours worked by PA

Week Commencing:	Hours	Type: Normal / Holiday / Respite
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week Commencing:	Hours	Type: Normal / Holiday / Respite
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Type of hours

	Normal	Holiday	Respite

Signed
 I certify that, to the best of my knowledge, the information provided on this timesheet is true and accurate, wholly and exclusively in the performance of activities for my employer.

Countersigned
 Claims will not be paid without employer's signature

CLAIMANT (P.A.) SIGN HERE

EMPLOYER SIGN HERE

PA sign

Employer sign

Total 4 weekly (normal) hours

Total 4 weekly (holiday) hours

Total 4 weekly (respite) hours

Post to: DPFT, DRC, Poynters House, Poynters Road, Dunstable, LU5 4TP Fax to: 01582-470959

Once completed; this form can be sent via:

Post: DP Payroll, DRC, Poynters House, Poynters Road, Dunstable LU54TP

Email: finance@drcbeds.org.uk

Telephone: 01582 470900

Notes

A completed 4-weekly timesheet should be sent after the PA has worked their 4th week. The employee payslip will take 7 days from the date of receipt to be sent to the employer.

If a PA is sick you must mark on the timesheet in the box marked 'type' the word 'sick'.

A 4-weekly timesheet is not a monthly timesheet. A 4 weekly timesheet means a wage slip is generated every 4 weeks, whereas a DRC monthly timesheet generates a wage slip at the end of every month.

A 4 weekly timesheet means that the PA will be paid 13 times during a year whereas a monthly timesheet means the PA will get paid 12 times in a year.

Example of 4-weekly pay period

August						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August payslip will run from 1st August - 28th August

September payslip will run from 29th August - 25th September