

How to Fill in Your Monthly Timesheet 2



The Disability
Resource Centre



Current month

Monthly timesheet 2

Employer's name: _____ Month: MMM / YYYY

Your name: _____

Address: _____

Tel (home): _____ Tel (mobile): _____

Employers name

PA details

Enter hours worked here

Any Holiday taken / days sick here

Date	Hours worked	Hours not worked Holiday/sick
7 th		
8 th		
9 th		
10 th		
11 th		
12 th		
13 th		
14 th		
15 th		
16 th		
17 th		
18 th		
19 th		
20 th		
21 st		
22 nd		

Date	Hours worked	Hours not worked Holiday/sick
23 rd		
24 th		
25 th		
26 th		
27 th		
28 th		
29 th		
30 th		
31 st		
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
TOTAL HOURS		

Total worked hours

Total holidays /absence for the month

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.

P.A. SIGN HERE

EMPLOYER SIGN HERE

PA to sign

Employer to sign

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 LU5 4TP
- Telephone: DP Payroll / Finance on: 01582 470900
- Email: finance@drcbeds.org.uk

Note

A completed monthly timesheet should be received into the Disability Resource Centre on or by the **7th** of the month. An employee payslip will take 7 days from the date of receipt to be processed and sent to you. Your PA will be paid on 15th of each month

The payroll month starts on the 8th of the month up to the 7th of the next month. Wages are paid on 15th of the Month for hours worked from 8th-7th of following month. Your PA will be paid for hours worked from 7th.

If a PA is sick you must mark on the timesheet in the box marked 'Hours not worked' the word 'sick' and how many hours they missed. This is so the amount of days an employee is off sick can be tracked by payroll to avoid over/ underpayment.

Example of monthly pay period

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

August payslip should be sent to the Disability Resource Centre on 7th August.
September payslip should be sent to the Disability Resource Centre on 7th September.