

# How to Fill in Your Monthly Timesheet 3



The Disability  
Resource Centre



Employers name

## Monthly timesheet 3

Current month

Employer's name: \_\_\_\_\_ Month: MMM / YYY

PA details

Your name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel (home): \_\_\_\_\_ Tel (mobile): \_\_\_\_\_

Enter hours worked here

Date	Hours worked	Hours not worked Holiday/sick
14 <sup>th</sup>		
15 <sup>th</sup>		
16 <sup>th</sup>		
17 <sup>th</sup>		
18 <sup>th</sup>		
19 <sup>th</sup>		
20 <sup>th</sup>		
21 <sup>st</sup>		
22 <sup>nd</sup>		
23 <sup>rd</sup>		
24 <sup>th</sup>		
25 <sup>th</sup>		
26 <sup>th</sup>		
27 <sup>th</sup>		
28 <sup>th</sup>		
29 <sup>th</sup>		

Any Holiday taken / days sick here

Date	Hours worked	Hours not worked Holiday/sick
30 <sup>th</sup>		
31 <sup>st</sup>		
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
9 <sup>th</sup>		
10 <sup>th</sup>		
11 <sup>th</sup>		
12 <sup>th</sup>		
13 <sup>th</sup>		
<b>TOTAL HOURS</b>		

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

Post to: DPFT, DRC, Poynters House, Poynters Road, Dunstable, LU5 4TP Fax to: 01582-470959  
 ✉ [Finance@drcbeds.org.uk](mailto:Finance@drcbeds.org.uk)

PA to sign

Employer to sign

Once completed; this form can be sent via;

- Post: DP Payroll, DRC, Poynters House, Poynters Road, Dunstable LU5 4TP
- Email: [finance@drcbeds.org.uk](mailto:finance@drcbeds.org.uk)

### Note

A completed monthly timesheet should be received into the Disability Resource Centre on or by the **14<sup>th</sup>** 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 22<sup>nd</sup> of each month.

The payroll month starts on the 14<sup>th</sup> of the month up to the 13<sup>th</sup> of the next month. Wages are paid on 22<sup>nd</sup> of the Month for hours worked from 14<sup>th</sup>-13<sup>th</sup> of following month. Your PA will be paid for hours worked from 14<sup>th</sup>.

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 timesheet should be sent to the Disability Resource Centre by the 14<sup>th</sup> of August.

September timesheet should be sent to the Disability Resource Centre by the 14<sup>th</sup> of September.