

# How to Fill in Your Monthly Timesheet 1



The Disability  
Resource Centre



Employers name

## Monthly timesheet 1

Current  
month

Employer's name: \_\_\_\_\_ Month: MM / YYYY

PA details

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

Hours  
worked  
here

Date	Hours worked	Hours not worked Holiday/sick
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>		
30 <sup>th</sup>		
31 <sup>st</sup> (if applicable)		
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		

Any  
Holiday  
taken /  
days sick  
here

Date	Hours worked	Hours not worked Holiday/sick
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>		
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>		
<b>TOTAL</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 **22<sup>nd</sup>** of the month. An employee payslip will take 7 days from the date of receipt to be processed and sent to you.

The payroll month starts on the 22<sup>nd</sup> of the month up to the 21<sup>st</sup> of the next month. Wages are paid on the last day of the month for hours worked from the 22<sup>nd</sup>-21<sup>st</sup> of following month. Your PA will be paid for hours worked from 22<sup>nd</sup>.

If a PA is sick you must mark on the timesheet in the box marked 'Hours not worked' the word 'sick' and the hours 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 22<sup>nd</sup> August.  
September payslip should be sent to the Disability Resource Centre on 22<sup>nd</sup> September.