



## Monthly timesheet 1

Employer's name: \_\_\_\_\_

Month: MM / YYYY \_\_\_\_\_

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel (home): \_\_\_\_\_ Tel (mobile): \_\_\_\_\_

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>		

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>		

### 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.

P.A. SIGN HERE

### Countersigned

*Claims will not be paid without employer's signature.*

EMPLOYER SIGN HERE



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 **22nd** of the month. An employee payslip will take 5 working days (7 calendar days) from the date of **receipt** to be processed and sent to you. Your PA will need to be paid on last day of each month.

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 last day of the Month for hours worked from 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 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.

Holiday taken should also be noted on the timesheet. If you have another person covering your employee's holiday, you will need to give us a separate timesheet for that person. They must be set up on your payroll in order to calculate the pay for the cover person.

#### **Holding Accounts - Checking if your workers have been paid;**

Please do not call us to see if your worker has been paid until the pay date has past. Also, please ask them to check their bank account first before contacting us. We will not look into pay queries until the person can confirm that they have checked their own bank account first.

#### **Expenses**

Expenses must be submitted on a separate claim form if they have been allocated to your account by the Local Authority. Some clients are expected to pay expenses out of their mobility allowance from their welfare benefit (DLA or PIP). Your DP support worker will explain if you need to pay expenses to your worker directly or through DRC.

If applicable to your accounts, expenses will be processed within 15 working days (21 calendar days). We aim to process them within 10 working days, but occasionally it may take the full 15 days. Please do not contact us to check processing until 15 working days has passed.