



Monthly timesheet 3

Employer's name: _____

Month: _____ MMM / YYYY

Your name: _____

Address: _____

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

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

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

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

Note

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

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

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.