

	Barrie Bookkeeping & Payroll Solutions Limited	Code
	Employing Personal Assistant - Timesheet	TS-L01

<b>Payroll Period From:</b>	__ / __ / __ to __ / __ / __	<b>Pay Date:</b>	__ / __ / __
<b>Employer Name:</b>		<b>Employee Name:</b>	
		<b>Hourly Rate:</b>	£

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Annual Leave	Total Hours Each Week
Date:									
Date:									
Date:									
Date:									
<i>Please indicate any dates that your employee has been off sick during this period:</i>								<b>Total Hours Worked:</b>	
								<b>Total Hours Annual Leave:</b>	
								<b>Overall Total:</b>	

<b>Employee's Signature:</b>		<b>Date:</b>	
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<b>Employer's Signature:</b>		<b>Date:</b>	
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\*\* Failure to ensure that signatures are completed by both, the employee and employer may result in timesheets not being processed.

Please Return your timesheets to  
 Barrie Bookkeeping & Payroll Solutions Ltd  
 Suite 1, Airlie House, Pentland Park  
 Glenrothes  
 KY6 2AG

Please email timesheets to [DP@barriebookkeeping.co.uk](mailto:DP@barriebookkeeping.co.uk)