

Employers Name (please print):
Employer Signature (please print):
Dates From – To:

I the Employer can confirm that the following is a correct record of the total hours worked by all employees for the 4-week period detailed. I authorise Barrie Bookkeeping & Payroll Solutions to process payment and calculate the necessary HM Revenue and Customs information based on the below.

Please indicate how your budget is allocated from the Local Authority

Directly Received Please TICK

Managed Account

Employee Name (Please print)	Rate 1 Basic hours worked.	Rate 1 Holiday hours taken	Rate 3 No of overnight shifts worked	Rate 3 Holiday Overnights taken	Meeting hours	Training/ Supervision hours	Employee Signature	Active	Leaver	Statutory Sick Pay	Statutory Maternity Pay

Please return to Payroll by 12pm on Monday of the week due to be processed.

- Please use this sheet to advise Barrie Bookkeeping & Payroll Solutions of the hours your employees have worked so we can process your payroll.
- We accept time sheets by email or post, using the details below. You can scan or even take a photo of your time sheet and send it to us.
- Please allow the time for mailing if you are posting in a hard copy.

**Additional Employer comments –*

As tax and National Insurance contributions are calculated by HMRC every time an employee is paid, it is more important than ever that time sheets are sent in on time. Once the pay cycle has been closed, we cannot process a late time sheet until the pay cycle re-opens.

As your employee's tax and National Insurance contribution won't have been calculated for the missed pay cycle, they may end up paying more than they need to. You can find the dates you need to have your time sheets submitted by on your individual payroll cycle provided. If you require a copy, please contact us on 01592 756713.

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