|  |  |
| --- | --- |
| **Payroll Month:** April 2025 | **Payroll Dates:** 1st March 2025 to 31st March 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 01st March** |  |  |  |  |  |  |  |  |
| **Sat 08th****March** |  |  |  |  |  |  |  |  |
| **Sat 15thMarch** |  |  |  |  |  |  |  |  |
| **Sat 22nd March** |  |  |  |  |  |  |  |  |
| **Sat 29th March** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** May 2025 | **Payroll Dates:** 1st April 2025 to 30th April 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 29th** **Mar** |  |  |  |  |  |  |  |  |
| **Sat 5th** **Apr** |  |  |  |  |  |  |  |  |
| **Sat 12th Apr** |  |  |  |  |  |  |  |  |
| **Sat 19th Apr** |  |  |  |  |  |  |  |  |
| **Sat 26th Apr** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** June 2025 | **Payroll Dates:** 1st May 2025 to 31st May 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 26th** **Apr** |  |  |  |  |  |  |  |  |
| **Sat 3rd** **May** |  |  |  |  |  |  |  |  |
| **Sat 10th May** |  |  |  |  |  |  |  |  |
| **Sat 17th May** |  |  |  |  |  |  |  |  |
| **Sat 24th May** |  |  |  |  |  |  |  |  |
| **31st May** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |  |
| --- | --- | --- |
| **Payroll Month:** July 2025 | **Payroll Dates:** 1st June 2025 to 30th June 2025 |  |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |  |
| **Sat 31st** **May** |  |  |  |  |  |  |  |  |  |
| **Sat 7th** **June** |  |  |  |  |  |  |  |  |  |
| **Sat 14th June** |  |  |  |  |  |  |  |  |  |
| **Sat 21st June** |  |  |  |  |  |  |  |  |  |
| **Sat 28th June** |  |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** August 2025 | **Payroll Dates:** 1st July 2025 to 31st July 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 28th** **June** |  |  |  |  |  |  |  |  |
| **Sat 5th** **July** |  |  |  |  |  |  |  |  |
| **Sat 12th July** |  |  |  |  |  |  |  |  |
| **Sat 19th July** |  |  |  |  |  |  |  |  |
| **Sat 26th July** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** September 2025 | **Payroll Dates:** 1st August 2025 to 31st August 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 29th July** |  |  |  |  |  |  |  |  |
| **Sat 2nd Aug** |  |  |  |  |  |  |  |  |
| **Sat 9th Aug** |  |  |  |  |  |  |  |  |
| **Sat 16th Aug** |  |  |  |  |  |  |  |  |
| **Sat 23rd Aug** |  |  |  |  |  |  |  |  |
| **Sat 30th Aug** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** October 2025 | **Payroll Dates:** 1st Sept 2025 to 30th Sept 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 30th** **Aug** |  |  |  |  |  |  |  |  |
| **Sat 6th** **Sept** |  |  |  |  |  |  |  |  |
| **Sat 13th Sep** |  |  |  |  |  |  |  |  |
| **Sat 20th Sep** |  |  |  |  |  |  |  |  |
| **Sat 27th Sep** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** November 2025 | **Payroll Dates:** 1st Oct 2025 to 31st Oct 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 27th** **Sept** |  |  |  |  |  |  |  |  |
| **Sat 4th Oct**  |  |  |  |  |  |  |  |  |
| **Sat 11th Oct** |  |  |  |  |  |  |  |  |
| **Sat 18th Oct** |  |  |  |  |  |  |  |  |
| **Sat 25th Oct** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** December 2025 | **Payroll Dates:** 1st Nov 2025 to 30th Nov 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 01st** **Nov** |  |  |  |  |  |  |  |  |
| **Sat 8th Nov**  |  |  |  |  |  |  |  |  |
| **Sat 15th Nov** |  |  |  |  |  |  |  |  |
| **Sat 22nd Nov** |  |  |  |  |  |  |  |  |
| **Sat 29th Nov**  |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

|  |  |
| --- | --- |
| **Payroll Month:** January 2026 | **Payroll Dates:** 1st Dec 2025 to 31st Dec 2025 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 29th** **Nov** |  |  |  |  |  |  |  |  |
| **Sat 6th Dec**  |  |  |  |  |  |  |  |  |
| **Sat 13th Dec** |  |  |  |  |  |  |  |  |
| **Sat 20th Dec** |  |  |  |  |  |  |  |  |
| **Sat 27th Dec**  |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** February 2026 | **Payroll Dates:** 1st Jan 2026 to 31st Jan 2026 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 27th** **Dec** |  |  |  |  |  |  |  |  |
| **Sat 3rd Jan**  |  |  |  |  |  |  |  |  |
| **Sat 10th Jan** |  |  |  |  |  |  |  |  |
| **Sat 17th Jan** |  |  |  |  |  |  |  |  |
| **Sat 24th Jan**  |  |  |  |  |  |  |  |  |
| **Sat 31st Jan** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

|  |  |
| --- | --- |
| **Payroll Month:** March 2026 | **Payroll Dates:** 1st Feb 2026 to 28th Feb 2026 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 31st Jan** |  |  |  |  |  |  |  |  |
| **Sat 7thFeb**  |  |  |  |  |  |  |  |  |
| **Sat 14th Feb** |  |  |  |  |  |  |  |  |
| **Sat 21st Feb** |  |  |  |  |  |  |  |  |
| **Sat 28th Feb** |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Payroll Month:** April 2026 | **Payroll Dates:** 1st March 2026 to 31st March 2026 |
| **Week****Beginning** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Hours per week** |
| **Sat 28th Feb** |  |  |  |  |  |  |  |  |
| **Sat 7thMar**  |  |  |  |  |  |  |  |  |
| **Sat 14th Mar** |  |  |  |  |  |  |  |  |
| **Sat 21st Mar** |  |  |  |  |  |  |  |  |
| **Sat 28th Mar** |  |  |  |  |  |  |  |  |

**PA`s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PA`s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employers Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employers Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Summary of hours paid** |
| Hours Worked |  |
| Holiday Hours |  |
| Training Hours |  |
| Respite Hours |  |
| **Total Paid Hours** |  |

**Additional Information: (*example; changes to budget, hours, contracts etc.)***