



Direct Payments - Employee 4-Weekly Timesheet

Timesheets should reach us by the **TUESDAY (10AM)** following the period end.

Please send by post to:

Autela Payroll Services, Autela House, Skirlaugh, Hull, East Riding of Yorkshire, HU11 5EP

Failure for the employer to sign the timesheet will result in delayed payment.

eMail your timesheets to timesheets@autelapayrollservices.co.uk (No Mobile Pictures)

EMPLOYER NAME		FIRST NAME			SURNAME			DP
EMPLOYEE NAME		FIRST NAME			SURNAME			Payroll WK -
PLEASE ENTER THE PERIOD START & FINISH DATES ALONG WITH THE DATES FOR EACH DAYS HOURS/HOLS ENTERED DURING THE PAY PERIOD								
Period Start	MONDAY - / /				Period End	SUNDAY - / /		
Week 1	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	ADJUSTMENT	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL WEEK 1 HOURS >>>								
Week 2	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	ADJUSTMENT	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL WEEK 2 HOURS >>>								
Week 3	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	ADJUSTMENT	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL WEEK 3 HOURS >>>								
Week 4	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	ADJUSTMENT	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL WEEK 4 HOURS >>>								
TOTAL HOURS >>>>		HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	ADJUSTMENT	
IN PAY PERIOD >>>>								

DECLARATION: By Signing the timesheet you agree that the hours are a true record of hours worked in the current pay period. Checks will be made on the hours worked and in the event of extra hours being entered not agreed by the funder, these will be omitted from payment.
 By submitting your timesheet via email you accept that it can be rejected if we deem it problematic for processing purposes.
 If the timesheet is not completed correctly the document will be returned meaning the workers may not be paid in this pay period.

Employer Signature		Date	
Employee Signature		Date	

Received	APS PROCESSING NOTES - DO NOT WRITE BELOW THIS POINT ***** HOURS () NIGHTS () HOLIDAYS () SICK () RETAINER () ADJ () HOLIDAY SCHEME () Days a Week AVERAGE WAGE £
Processed by	
Date	