

A6: How to fill in an Equal Lives timesheet

If you use Equal Lives' Payroll Service you will need to inform us of the hours worked by your employees every four weeks. We are able to provide you with a supply of blank timesheets which you can use if you wish, or you can provide us with this information in another format. You can request blank timesheets from us or download them from our website.

You need to send the timesheets in by post, fax or by your authorised email account to arrive no later than 4.30pm on the date shown on your dates list. You will receive a dates list in your welcome pack and they are also available on our website. **Please note, it is important that you stick to your payroll dates as if you miss the deadline your employees may not be paid until your next payroll run.**

Employer/Employee: Please write your full name and your employee's full name in capitals so we can see who the timesheet is from and who it is for. If you do not do this it could result in delays in processing your payroll.

Monday dates: Please write the Monday dates for each week of the pay period. You will be able to find the correct Monday dates on your dates list.

Rate of pay: Please write the amount you pay your employee per hour/night/ live in or other where the £ space is. If you pay someone more than one rate please make sure these are listed under the correct headings. **If there are changes to the rates you pay your employees, you will need to write "please note change of pay rate" at the top of your timesheet.**



Hours Worked:

Working Hours: Please write the number of hours worked in total for each week under the appropriate pay rate. The total number of hours worked in the four week period should be noted at the bottom in the four week total box (do not include any holiday or sickness within this total). We will pay your employee the total hours worked as shown on the timesheet so please ensure this has been added up correctly.

Bank Holidays: If your employee gets paid extra to work on Bank Holidays, please write those hours in the Bank Holiday column and also include them in the hours worked column. **This will ensure that your employee gets paid extra for these hours.**

Holidays: If your employee takes holiday you need to record the number of hours taken in the holiday column. **Do not include holiday hours in the hours worked column.**

Sickness: If your employee cannot work due to illness, simply tick the days they were sick on the front of the timesheet. Please also complete the 'days normally worked' section. If your employee has given you a sick note from the doctor or hospital, please send this with their timesheet. **This will enable us to calculate whether or not Statutory Sick Pay is due.**

Signatures: You or your authorised signatory need to sign and date the timesheet. It is recommended that your employee also signs the timesheet to agree any hours worked, but we are able to process timesheets without their signature if necessary.



If you require further information or would like this information in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.



Employer _____

(Or full name of direct payment holder if different)

Employee _____

(Full Name of Personal Assistant)

Monday Dates ↓	Hours	Hours	Nights	Live-In	Other	Holiday	Sickness Please tick days of sickness below:						
	£	£	£	£	£		M	T	W	T	F	S	S
Four week totals →							If sick, please tick days normally worked below:						
							M	T	W	T	F	S	S

This is a true record of my employee's work for me during these four weeks.

Signed (Employer): _____

Signed (Employee): _____

Date : _____

If I have a supported account, I authorise Equal Lives to pay my employee on my behalf.

Please send me....	
Timesheets	
Dates List	
PA Expenses Form	
Email Authorisation Form	

M	T	W	T	F	S	S
---	---	---	---	---	---	---

Bank Holidays	
Date	Hours Worked

Useful Information



Employee starting or leaving

If an employee is starting or leaving, call 01508 491210 or email info@equallives.org.uk for advice on your



Total Hours Worked

We do not add up the hours written on the timesheet. We just pay the total. **Please make sure your total is correct.**

Holiday

If your employee takes holiday you need to record the hours taken in the holiday column. **Don't forget to reduce their worked hours by this amount**



Bank Holiday

If your employee gets paid extra to work on Bank Holidays, please write the hours in the Bank Holiday column and also in the hours worked column. **That way we know to pay extra**



Sickness

If your employee cannot work due to illness, simply tick the days they were sick on the front of the timesheet. Please also complete the 'days normally worked' section. **This helps us to calculate if sick pay is due.**



How to send us your timesheet

There are lots of ways to send timesheets to us. We need your timesheets by 4:30pm on Tuesday in the week payment is due (For Bank Holidays, Christmas and Easter check your dates list for changes).

Post: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norwich, Norfolk, NR14 7PZ



If you would like details on how to set up an authorised email address for sending in your timesheets and receiving your monitoring, please tick the 'email authorisation form' box on the front of this timesheet.