**Doncaster – 4 Weekly**

**Purple
Direct
Payment
Support
Service**

Payroll | Invoicing | Employment Advice & Assistance

| **Payroll Group** | |
|---|---|

| Customer Name: | | Employee Name: | |
|---|---|---|---|
| Purple Account No: | | Employee Signature: | |
| Employer Name: | | Telephone No: | |
| Employer Signature: | | Email: | |

I, the employer, can confirm that this is a correct record of the hours worked by my employee for the period detailed. I authorise Purple to process payment and calculate the necessary HMRC payroll based on this information. **Please ensure the timesheet is fully and clearly completed otherwise this can delay payment.**

| | **Month** | **Days** | | | **Nights** | | | |
|---|---|---|---|---|---|---|---|---|
| **Day** | **Date (dd/mm/yy)** | **Hours** | **Rate £** | ***Annual Leave** | **Hours** | **Rate £** | ***Annual Leave** | **Off Sick** |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
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| 25 | | | | | | | | |
| 26 | | | | | | | | |
| 27 | | | | | | | | |
| 28 | | | | | | | | |
| | **TOTALS** | | | | | | | |

**\*  ANNUAL LEAVE FOR THIS PERIOD ……………. Hours  @  Rate of £……………………………**