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|-----------------------|--|
| Customer Name: | |
| Purple Account No: | |
| Employer Name: | |
| Employer Signature: | |

| | |
|-----------------------|--|
| Employee Name: | |
| Employee Signature: | |
| Telephone No: | |
| 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 | | | Off Sick |
|---------------|-----------------|-------|--------|---------------|--------|--------|---------------|----------|
| Day | Date (dd/mm/yy) | Hours | Rate £ | *Annual Leave | Hours | Rate £ | *Annual Leave | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
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| 26 | | | | | | | | |
| 27 | | | | | | | | |
| 28 | | | | | | | | |
| TOTALS | | | | | | | | |

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

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 Chelmsford, Essex, CM1 1QT