A purple and white logo

Description automatically generated

**Thurrock**

|  |  |
| --- | --- |
| 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.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Days | | | Nights | | | |  |
| **Day** | **Date** | **Hours** | **Rate £** | **\*Annual Leave ✓** | **Hours** | **Rate £** | | **\*Annual Leave ✓** | **Off Sick ✓** |
| **Week 1** | Mon |  |  |  |  |  | |  |  |  |
| Tues |  |  |  |  |  | |  |  |  |
| Wed |  |  |  |  |  | |  |  |  |
| Thu |  |  |  |  |  | |  |  |  |
| Fri |  |  |  |  |  | |  |  |  |
| Sat |  |  |  |  |  | |  |  |  |
| Sun |  |  |  |  |  | |  |  |  |
| **Week 2** | Mon |  |  |  |  |  | |  |  |  |
| Tues |  |  |  |  |  | |  |  |  |
| Wed |  |  |  |  |  | |  |  |  |
| Thu |  |  |  |  |  | |  |  |  |
| Fri |  |  |  |  |  | |  |  |  |
| Sat |  |  |  |  |  | |  |  |  |
| Sun |  |  |  |  |  | |  |  |  |
| **Week 3** | Mon |  |  |  |  |  | |  |  |  |
| Tues |  |  |  |  |  | |  |  |  |
| Wed |  |  |  |  |  | |  |  |  |
| Thu |  |  |  |  |  | |  |  |  |
| Fri |  |  |  |  |  | |  |  |  |
| Sat |  |  |  |  |  | |  |  |  |
| Sun |  |  |  |  |  | |  |  |  |
| **Week 4** | Mon |  |  |  |  |  | |  |  |  |
| Tues |  |  |  |  |  | |  |  |  |
| Wed |  |  |  |  |  | |  |  |  |
| Thu |  |  |  |  |  | |  |  |  |
| Fri |  |  |  |  |  | |  |  |  |
| Sat |  |  |  |  |  | |  |  |  |
| Sun |  |  |  |  |  | |  |  |  |
|  |  | Totals |  |  |  |  | |  |  |  |

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

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