

Payroll Group

Payroll | Invoicing | Employment Advice & Assistance

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								
6								
7								
8								
9								
10								
11								
12								
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21								
22								
23								
24								
25								

26					
27					
28					
	TOTALS				

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

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