



Timesheet Guidance

Submitting timesheets

In order to ensure that your PA/Carer (employee) is paid regularly and on time, it is very important that we receive your PAs timesheets by certain dates.

If you wish to pay your PA/Carers weekly, you must ensure all timesheets reach us each week on Friday. Those hours will then be paid the following Friday.

If you wish to pay your PA/Carers 4-Weekly, you will find a 4-Weekly Pay Day Timesheet Schedule in this pack which lists the pay dates for the year as well as the deadline by which your employees timesheets need to reach us.

It is your responsibility to send your employee hours in good time. If you miss the deadline dates your PA will not be paid on time.

The 4-Weekly Pay Date Timesheet Schedule explained

- The first column lists the final date in the 4 week period the pay run is for
- The second column lists the deadline dates by which your employee's timesheets must reach Purple.
- The third column lists the dates the money will be paid into your PA's bank account.

Example: If your 4 week pay period end date is 20/03/2017, you need to get any timesheets to Purple by 12pm on 13/03/2017. Your PA will then be paid on 20/03/2017.

If you are unable to get your PA timesheets to Purple by this date, then your PA will not be paid until the following pay date.

How to send us your timesheets

As a not for profit organisation, we are always looking at ways to better utilise our funding and direct it straight into increasing and improving our services to disabled people. A paper-less organisation helps us to achieve this as well as supporting our environmental statement. Our preferred method of receiving timesheets is therefore via email to payments@wearepurple.org.uk. We are happy to receive them in a variety of formats – you can scan them in, or even take a photo on your phone!

email. payments@wearepurple.org.uk **tel.** 01245 214016 **fax.** 01245 392329

address. Purple (Essex), Ivan Peck House, Ground Floor, 1 Russell Way, Chelmsford, Essex
CM1 3AA