



**Essex**

|                |  |                     |  |
|----------------|--|---------------------|--|
| Customer Name: |  | Purple Ref No.:     |  |
| Employer Name: |  | Employer Signature: |  |
| Employee Name: |  | Employee Signature: |  |

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.

|        | Day | Date | Weekdays |      | Nights/Weekends |      | Annual Leave | Off Sick |
|--------|-----|------|----------|------|-----------------|------|--------------|----------|
|        |     |      | Hours    | Rate | Hours           | Rate |              |          |
| Week 1 | Mon |      |          |      |                 |      |              |          |
|        | Tue |      |          |      |                 |      |              |          |
|        | Wed |      |          |      |                 |      |              |          |
|        | Thu |      |          |      |                 |      |              |          |
|        | Fri |      |          |      |                 |      |              |          |
|        | Sat |      |          |      |                 |      |              |          |
|        | Sun |      |          |      |                 |      |              |          |
| Week 2 | Mon |      |          |      |                 |      |              |          |
|        | Tue |      |          |      |                 |      |              |          |
|        | Wed |      |          |      |                 |      |              |          |
|        | Thu |      |          |      |                 |      |              |          |
|        | Fri |      |          |      |                 |      |              |          |
|        | Sat |      |          |      |                 |      |              |          |
|        | Sun |      |          |      |                 |      |              |          |

|        | Day   | Date | Weekdays |      | Nights/Weekends |      | Annual Leave | Off Sick |
|--------|-------|------|----------|------|-----------------|------|--------------|----------|
|        |       |      | Hours    | Rate | Hours           | Rate |              |          |
| Week 3 | Mon   |      |          |      |                 |      |              |          |
|        | Tue   |      |          |      |                 |      |              |          |
|        | Wed   |      |          |      |                 |      |              |          |
|        | Thu   |      |          |      |                 |      |              |          |
|        | Fri   |      |          |      |                 |      |              |          |
|        | Sat   |      |          |      |                 |      |              |          |
|        | Sun   |      |          |      |                 |      |              |          |
| Week 4 | Mon   |      |          |      |                 |      |              |          |
|        | Tue   |      |          |      |                 |      |              |          |
|        | Wed   |      |          |      |                 |      |              |          |
|        | Thu   |      |          |      |                 |      |              |          |
|        | Fri   |      |          |      |                 |      |              |          |
|        | Sat   |      |          |      |                 |      |              |          |
|        | Sun   |      |          |      |                 |      |              |          |
|        | Total |      |          |      |                 |      |              |          |

**FURTHER COPIES OF THIS TIMESHEET CAN BE OBTAINED FROM OUR WEBSITE - <https://wearepurple.org.uk/direct-payment-support/our-contract-areas/essex/>**