**Leicestershire**

|  |  |  |
| --- | --- | --- |
| Client Name: |  |  |
| Employer Name: |  | Employer Signature: |
| Employee Name: |  | Employee Signature: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Period end Date:** | | | |  | |
|  | **Day** | **Date** | **Rate 1** | **Rate 2** | **Rate 3** | **Rate 4** | **Annual Leave** | **Off Sick** |
| **Week 1** | **Mon** |  |  |  |  |  |  |  |
| **Tue** |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |
| **Thu** |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |
| **Week 2** | **Mon** |  |  |  |  |  |  |  |
| **Tue** |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |
| **Thu** |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |
| **Week 3** | **Mon** |  |  |  |  |  |  |  |
| **Tue** |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |
| **Thu** |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |
| **Week 4** | **Mon** |  |  |  |  |  |  |  |
| **Tue** |  |  |  |  |  |  |  |
| **Wed** |  |  |  |  |  |  |  |
| **Thu** |  |  |  |  |  |  |  |
| **Fri** |  |  |  |  |  |  |  |
| **Sat** |  |  |  |  |  |  |  |
| **Sun** |  |  |  |  |  |  |  |
|  | | **Total hrs** |  |  |  |  |  |  |
| **Rate £** |  |  |  |  |  |  |
| **Total £** |  |  |  |  |  |  |

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.

**email.** [payments@wearepurple.org.uk](mailto:payments@wearepurple.org.uk) **tel.** 01245 392300

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