

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

| | Day | Date | Days | | | Nights | | | Off Sick ✓ |
|---------------|-----|------|-------|--------|-----------------|--------|--------|-----------------|------------|
| | | | Hours | Rate £ | *Annual Leave ✓ | Hours | Rate £ | *Annual Leave ✓ | |
| 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 | | | | | | | | |
| Totals | | | | | | | | | |

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

email. essexpayroll@wearepurple.org.uk tel. 01245 392300, Option 1

address. Purple, Ivan Peck House, 1 Russell Way, Chelmsford, CM1 3AA

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

| | Day | Date | Days | | | Nights | | | Off Sick ✓ |
|---------------|-----|--------|-------|-----------|-----------------------|--------|-----------|-----------------------|---------------|
| | | | Hours | Rate £ | *Annual Leave ✓ | Hours | Rate £ | *Annual Leave ✓ | |
| Week 1 | Mon | 041119 | 5 | 10 | | | | | |
| | Tue | | | | | | | | |
| | Wed | 061119 | 5 | 10 | ✓ | | | | |
| | Thu | | | | | | | | |
| | Fri | | | | | | | | |
| | Sat | | | | | | | | |
| | Sun | 101119 | 5 | 11 | | | | | |
| Week 2 | Mon | 111119 | 5 | 10 | | | | | |
| | Tue | | | | | | | | |
| | Wed | 131119 | | | | 5 | 10 | | |
| | Thu | | | | | | | | |
| | Fri | | | | | | | | |
| | Sat | | | | | | | | |
| | Sun | 171119 | 5 | 11 | | | | | |
| Week 3 | Mon | 181119 | 5 | 10 | | | | | |
| | Tue | | | | | | | | |
| | Wed | 201119 | 5 | 10 | | | | | |
| | Thu | | | | | | | | |
| | Fri | | | | | | | | |
| | Sat | | | | | | | | |
| | Sun | 241119 | 5 | 11 | | | | | |
| Week 4 | Mon | 251119 | 5 | 10 | | | | | |
| | Tue | | | | | | | | |
| | Wed | 271119 | 5 | 10 | | | | ✓ | |
| | Thu | | | | | | | | |
| | Fri | | | | | | | | |
| | Sat | | | | | | | | |
| | Sun | | | | | | | | |
| Totals | | | 50 | | ✓ | 5 | | ✓ | |

* ANNUAL LEAVE FOR THIS PERIOD: 5 Hours @ Rate of £10.00

email. essexpayroll@wearepurple.org.uk tel. 01245 392300, Option 1

address. Purple, Ivan Peck House, 1 Russell Way, Chelmsford, CM1 3AA