



## Timesheet Guidance

### Submitting timesheets

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 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 employee's 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 PAs bank account.

**Example:** If your 4-week pay period end date is 18/03/2018, you need to get any timesheets to Purple by 12pm on 16/03/2018. Your PA will then be paid on 23/03/2018.

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 paperless organisation helps us to achieve this as well as supporting our environmental statement. Our preferred method of receiving timesheets is therefore via email to [essexpayroll@wearepurple.org.uk](mailto:essexpayroll@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:** [essexpayroll@wearepurple.org.uk](mailto:essexpayroll@wearepurple.org.uk) **tel:** 01245 392300, Option 1

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