|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer Name:** |  |  | **Employee Name:** |  |
| Purple Account No: |  |  | Employee Signature: |  |
| Employer Name: |  |  | Telephone No: |  |
| Employer Signature: |  |  | 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.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | | **Days** | | | **Nights** | | |  |
| **Day** | **Date**  **(dd/mm/yy)** | **Hours** | **Rate**  **£** | **\*Annual Leave** | **Hours** | **Rate**  **£** | **\*Annual Leave** | **Off Sick** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
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| **26** |  |  |  |  |  |  |  |  |
| **27** |  |  |  |  |  |  |  |  |
| **28** |  |  |  |  |  |  |  |  |
| **29** |  |  |  |  |  |  |  |  |
| **30** |  |  |  |  |  |  |  |  |
| **31** |  |  |  |  |  |  |  |  |
|  | **TOTALS** |  |  |  |  |  |  |  |

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