

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								
<b>Totals</b>									

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

email. [cambridgepayroll@wearepurple.org.uk](mailto:cambridgepayroll@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:	
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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								
<b>Totals</b>			50		✓	5		✓	

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

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