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| Employer Name: | | | | | | | Payment Period as specified in the Payment Schedule: | | | | |
| From: | | | To: | |
| Carer/PA Name | BASIC HOURS | | BANK HOLIDAYS | | | | ANNUAL LEAVE | MILEAGE | | SICK LEAVE | |
| *(Do not include shift hours)* | | *(include B/H rate of pay if diff from basic rate)* | | | | *Include B/H’s not worked* | *45p/mile* *payable from a DP if agreed in a support plan* | | *(SSP is payable after 4 days if earning on or above an average of £118 per week)* | |
| Total Hrs | Pay Rate | Hrs Worked | | Pay  Rate | | Total Hrs | Total No Miles Claimed | | 1st Date of sick leave | Date returned to work |
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| Payroll Changes/Adjustments | | | | | | | | | | | |
| Carer/PA Name | Adjustments from previous month | | | Changes to Pay Rate | | | PA leaving date  *(if applicable)* | | Additional comments regarding changes to employment arrangements in period: | | |
| Start date | | New Pay Rate |
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Please email completed timesheets to the Payroll Service [sdspayroll@connectionsupport.org.uk](mailto:sdspayroll@connectionsupport.org.uk) at least 7-10 working days before your PA’s payment date. Due to HMRC ‘Real Time Information’ we are unable to process timesheet information not received within the advised timescales.

Payroll Service Address: Connection Support Payroll Service, Challenge House, Sherwood Drive, Bletchley, Milton Keynes, MK3 6DP