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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 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