

# TIME SHEET

(4-WEEKLY PAY PERIOD)



Employer Details:		PA Details:	
Name		Name	
Email		Email	
Phone		Phone	

<b>Period Covered:</b>	<b>From Monday</b> (insert date)		<b>To Sunday</b> (insert date)	
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Week commencing:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours

Signed by employer:

Signed by PA:

I declare my PA has worked the hours listed above

I declare that I have worked the above hours listed

Please return completed timesheets to **Your Payroll** Team in line with last date for changes as shown on the schedule of payroll dates or upload to your secure online portal, to get to the portal telephone 0151 949 5442 or email: [yourpayroll@kdc.org.uk](mailto:yourpayroll@kdc.org.uk) to request access.