

**Employer** \_\_\_\_\_

(Direct payments user)

**Employee** \_\_\_\_\_

(PA/carer)

**Enter total hours/nights actually worked each week (not including holidays)**

		Hours	Hours	Nights	Nights	Live-in	Bank Holiday	Other	Any sickness or holidays?
		↓	↓	↓	↓	↓		↓	
Monday dates ↓		£	£	£	£	£	£	£	
<b>Week 1</b>									Yes / No
<b>Week 2</b>									Yes / No
<b>Week 3</b>									Yes / No
<b>Week 4</b>									Yes / No
<b>Four-week totals →</b>									↑ If "Yes" please complete the back of this form

I confirm I have worked for my employer as shown.

**Signed (employee)** \_\_\_\_\_

**Dated** \_\_\_\_\_

This is a true record of my employee's work for me during these four weeks.

If NCODP holds my direct payments money, I authorise them to pay my employee on my behalf.

**Signed (employer/authorised signatory)** \_\_\_\_\_

**Dated** \_\_\_\_\_

**If your worker is leaving please complete leaver details box overleaf**

## Sickness

Please fill in the box below if your employee has had any time off sick, **do not** put these hours on the front of this form.

Dates of sickness  
(For example Mon 7th to Sun 20th)

Days & hours normally worked  
(For example Mon 7th - 8 hrs,  
Tue 8th - 2 hrs, Mon 14th - 8hrs)

## Holidays

Please fill in the box below if your employee has taken any holiday, **do not** put these hours on the front of this form.

Dates of holiday  
(For example Mon 21st to Fri 25th)

Hours/nights to be paid  
(For example 5 hours and 2 nights)

### Please send your timesheets to:

NCODP Payroll Team  
15 Manor Farm Barns  
Fox Road  
Framingham Pigot  
Norwich  
Norfolk  
NR14 7PZ

**Fax:** 01508 491223

**Email:** timesheets@ncodp.org.uk

**Leaver Details** – Please speak with advice on 01473 603876 **BEFORE** filling out this section.

Date of last day of work?	<input style="width: 90%;" type="text"/>
Outstanding holiday pay?	Yes / No
P45 to issue?	Yes / No
Redundancy pay required? <small>(only if your worker has worked for you continuously for over 2 years)</small>	Yes / No
Personal Assistant on probation/trail period?	Yes / No
Pay in lieu of notice / Working notice <b>(Delete as appropriate)</b>	

**If you have any queries you can contact us on 01473 225278**