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| **Name of Employer** | |  | | | | |  | | | | |
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| **Dates** | | | **Reason (tick)** | | | **Name of Personal Assistant(s)** | | **Weekday hours worked** | | **Weekend**  **hours worked** | |
| **From** | **To** | | **Holiday leave/ Holiday cover** | **Sickness cover or absence** | **Agreed increase / reduction** |
| **More hours** | **Less hours** | **More hours** | **Less hours** |
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**Signed (Employer or their representative)  Date **

If you would prefer to use an electronic version of this form download from [www.yourpayroll.org.uk/forms](http://www.yourpayroll.org.uk/forms)

We need this information no later than 10 working days prior to the next pay date as it is unlikely we will be able to make the adjustments in time, otherwise any variations shall be processed in the next pay run.

**Note**: Unless the person providing holiday cover is registered with HMRC we cannot process their payroll. If you require a **New Starter Form** to register such a person download the form from [www.yourpayroll.org.uk/forms](http://www.yourpayroll.org.uk/forms)

**NOTE: By signing or typing your name here you are declaring the information is a true record**