

TIME SHEET

(4-WEEKLY PAY PERIOD)

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

Period Covered:	From Monday (insert date)		To Sunday (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 the team in line with last date for changes Tel: 01514 808 873

Email: managedaccounts@kdc.org.uk