

Payroll Services  
 KDC (Commercial) Ltd  
 263a Tarbock Road  
 Huyton  
 L36 0SD



**PAY VARIATIONS NOTIFICATION FORM**

Name of Direct Payments user						
Variation in Usual Weekly Hours Worked						
Date		Reason		Name of Personal Assistant/s	Usual Hours worked per week	Actual Hours worked
From	To	Holiday	Sickness			

Signed (DP Recipient or authorised person) \_\_\_\_\_ Date \_\_\_\_\_

**! Unless this form is received at KDC (Commercial) Ltd no later than 7 days prior to the next pay date the changes WILL NOT be included in that pay. The adjustment in salary will be paid on the NEXT PAY DAY.**

This form is available in email format – if you require it please email your payroll adviser i.e. [joanne.morris@kdc.org.uk](mailto:joanne.morris@kdc.org.uk) or [sandra.windsor@kdc.org.uk](mailto:sandra.windsor@kdc.org.uk)

**Unless the person providing holiday cover is registered with HMRC they CANNOT be paid by KDC (Commercial) Ltd. If you require a P46 form to register such a person please contact payroll services as above or tel. no. 0151 949 5442.**