



## Direct Payments - Employee Weekly Timesheet

Timesheets should reach us by the **TUESDAY (Midday)** following the period end.

Please send by post to:

Autela Payroll Services, Autela House, Skirlaugh, Hull, East Riding of Yorkshire HU11 5EP

**Failure for the employer to sign the timesheet will result in delayed payment.**

Employer Name (Please Print Full Name)			
Employee Name (Please Print Full Name)			
Account Reference (starts DP)	DP	Found on Process Letter	
Period Start	Monday -	Period End	Sunday -

Weekly	Date	Hours Worked	Nights	Holiday Pay	Sick (S)	Retainer Pay
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
<b>Total Hours for Pay Period &gt;&gt;&gt;&gt;&gt;</b>						

**DECLARATION: By signing your timesheet you agree that the hours are correct and are a true record of hours worked during the current pay period**  
**Your hours should be recorded daily, and then totalled for the pay period.**  
**If you Fax or email a PDF version this should be received by Tuesday (Midday) following the period end.**

Employer Signature		Date	
Employee Signature		Date	

\*\*\* DO NOT WRITE BELOW THIS POINT \*\*\*

For Autela Payroll Services Use Only					
Received		Notes		Processed By:	Date