



Direct Payments - Employee 4-Weekly Timesheet

Timesheets should reach us by the **TUESDAY (10AM)** 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.

eMail your timesheets to timesheets@autelapayrollservices.co.uk (No Mobile Pictures)

EMPLOYER NAME	PRINT YOUR NAME IN BLOCK CAPITALS	DP
EMPLOYEE NAME	PRINT YOUR NAME IN BLOCK CAPITALS	Payroll Wk -
PLEASE ENTER THE PERIOD START & FINISH DATES ALONG WITH THE DATES FOR EACH DAYS HOURS/HOLS ENTERED DURING THE PAY PERIOD		
Period Start	MONDAY - / / 20	Period End SUNDAY - / / 20

Week 1	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	APS USE ONLY
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL WEEK 1 HOURS >>>							
Week 2	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	APS USE ONLY
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL WEEK 2 HOURS >>>							
Week 3	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	APS USE ONLY
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL WEEK 3 HOURS >>>							
Week 4	ENTER DATE	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	APS USE ONLY
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL WEEK 4 HOURS >>>							

Have you completed the Period Start and End Dates, along with those dates worked

	HOURS	NIGHTS	HOLIDAY	SICK	RETAINER	APS USE ONLY
TOTAL HOURS IN PAY PERIOD						

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 week and for the pay period with Dates entered accordingly.
 If your timesheet is not received by the deadline, this could result in your workers not getting paid in this period.

Employer Signature		Date	
Employee Signature		Date	

For Autela Payroll Services Use Only – Please do not write below this point	
Received	Autela Payroll Processing Notes
Processed by	
Date	