

Week No. 40
Year 2021/2022
Period Start Date 27-Nov-21

Ayrshire Independent Living Network
 The Michael Lynch Centre for Enterprise
 71 Princes Street, Ardrossan, KA22 8DG

timesheets@ainl.org
Tel: 01294 475681
Fax: 01294 475687

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
27-Nov-21	27	28	29	30	1	2	3	
04-Dec-21	4	5	6	7	8	9	10	
11-Dec-21	11	12	13	14	15	16	17	
18-Dec-21	18	19	20	21	22	23	24	

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

Total Hours Worked

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SDS Hours		Hours Sick With Pay (SWP) >	SDS	ILF	Holiday Hours >	SDS	ILF	
ILF Hours		Sleepovers Sick With Pay >	SDS	ILF	Holiday Sleepovers >	SDS	ILF	
Sleepovers	SDS	ILF	Hours Retained With Pay (RWP) >	SDS	ILF	Public Holiday Hours >	SDS	ILF
Respite Hours	SDS	ILF	Hours Absent With Pay (AWP) >	SDS	ILF	Public Holiday Sleepovers >	SDS	ILF

Employee Print Name: _____

Employer Print Name: _____

Employee Signature: _____

Employer Signature: _____

IF EMAILING TIMESHEETS PLEASE SEND TO timesheets@ainl.org. WHERE POSSIBLE PLEASE SEND IN WEEK 40 TIMESHEET FOR PROCESSING EARLY, ANYTIME FROM THE 11TH DECEMBER ONWARDS. PREDICTING HOURS WHERE NECESSARY AND ANY AMENDMENTS CAN BE MADE IN THE JANUARY PAYROLL.

KEY BOX
 Holiday - H
 Sick with pay - SWP
 Retained with pay - RWP
 Absent with pay - AWP