

**Week No.** 28  
**Year** 2022/2023  
**Period Start Date** 03-Sep-22

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

**timesheets@ailn.org**  
**Tel: 01294 475681**  
**Fax: 01294 475687**

**PERSONAL ASSISTANT TIMESHEET**

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
03-Sep-22	3	4	5	6	7	8	9	
10-Sep-22	10	11	12	13	14	15	16	
17-Sep-22	17	18	19	20	21	22	23	
24-Sep-22	24	25	26	27	28	29	30	

**PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY**

**Total Hours Worked**

SDS Hours	<input style="width: 80px; height: 30px;" type="text"/>	Hours Sick With Pay (SWP) >	<input style="width: 40px; height: 30px;" type="text"/>	ILF	Holiday Hours >	<input style="width: 40px; height: 30px;" type="text"/>	ILF
ILF Hours	<input style="width: 80px; height: 30px;" type="text"/>	Sleepovers Sick With Pay >	<input style="width: 40px; height: 30px;" type="text"/>	ILF	Holiday Sleepovers >	<input style="width: 40px; height: 30px;" type="text"/>	ILF
Sleepovers	<input style="width: 40px; height: 30px;" type="text"/> SDS <input style="width: 40px; height: 30px;" type="text"/> ILF	Hours Retained With Pay (RWP) >	<input style="width: 40px; height: 30px;" type="text"/>	ILF	Public Holiday Hours >	<input style="width: 40px; height: 30px;" type="text"/>	ILF
Respite Hours	<input style="width: 40px; height: 30px;" type="text"/> SDS <input style="width: 40px; height: 30px;" type="text"/> ILF	Hours Absent With Pay (AWP) >	<input style="width: 40px; height: 30px;" type="text"/>	ILF	Public Holiday Sleepovers >	<input style="width: 40px; height: 30px;" type="text"/>	ILF

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

**Employee**  
**Print Name:** \_\_\_\_\_  
  
**Employee**  
**Signature:** \_\_\_\_\_

**Employer**  
**Print Name:** \_\_\_\_\_  
  
**Employer**  
**Signature:** \_\_\_\_\_

<b>FOR EMPLOYEE COMPLETION</b>	<b>FOR NON EMAIL CLIENTS ONLY</b>	<b>FOR EMPLOYER COMPLETION</b>
PLEASE TICK THE FOLLOWING BOX IF YOU WOULD LIKE EMAIL PAYSLEIPS/P60 <input style="width: 20px; height: 20px;" type="checkbox"/>	PLEASE TICK THE FOLLOWING BOX IF YOU WOULD LIKE YOUR PAYROLL PACK EMAILED <input style="width: 20px; height: 20px;" type="checkbox"/>	
EMAIL ADDRESS: <input style="width: 80%; height: 20px;" type="text"/>	EMAIL ADDRESS: <input style="width: 80%; height: 20px;" type="text"/>	
IF EMAILING TIMESHEETS PLEASE SEND TO <a href="mailto:timesheets@ailn.org">timesheets@ailn.org</a> . PLEASE REMEMBER TO SUBMIT TIMESHEETS BY THE DEADLINE TUESDAY 4TH OCTOBER BY 5PM TO ENSURE PAYMENT IS MADE FOR THE FRIDAY.		