

Week No. 52
Year 2022/2023
Period Start Date 18-Feb-23

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
18-Feb-23	18	19	20	21	22	23	24	
25-Feb-23	25	26	27	28	1	2	3	
04-Mar-23	4	5	6	7	8	9	10	
11-Mar-23	11	12	13	14	15	16	17	

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

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

Employee Print Name: _____

Employer Print Name: _____

Employee Signature: _____

Employer Signature: _____

FOR EMPLOYEE COMPLETION

FOR NON EMAIL CLIENTS ONLY

FOR EMPLOYER COMPLETION

PLEASE TICK THE FOLLOWING BOX IF YOU WOULD LIKE EMAIL PAYSLEIPS/P60

EMAIL ADDRESS: _____

PLEASE TICK THE FOLLOWING BOX IF YOU WOULD LIKE YOUR PAYROLL PACK EMAILED

EMAIL ADDRESS: _____

IF EMAILING TIMESHEETS PLEASE SEND TO timesheets@ailn.org. PLEASE REMEMBER TO SUBMIT TIMESHEETS BY THE DEADLINE TUESDAY 21ST MARCH BY 5PM TO ENSURE PAYMENT IS MADE FOR THE FRIDAY.