

Week No. 4
Year 2023/24
 Period Start Date 18-Mar-23

timesheets@ailn.org
 Tel: 01294 475681

DUE TO AILN OFFICES OFFICIAL PAY DATE MONDAY 17-Apr-23
FRIDAY 21-Apr-23

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
18-Mar-23	18	19	20	21	22	23	24	
25-Mar-23	25	26	27	28	29	30	31	
01-Apr-23	1	2	3	4	5	6	7	
08-Apr-23	8	9	10	11	12	13	14	

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

Total Hours Worked

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SDS Hours ILF Hours Sleepovers Respite Hours	Hours Sick With Pay (SWP) Sleepovers Sick With Pay Hours Retained With Pay (RWP) Hours Absent With Pay (AWP)	SDS ILF SDS ILF SDS ILF SDS ILF	Holiday Hours Holiday Sleepovers Public Holiday Hours Public Holiday Sleepovers	SDS ILF SDS ILF SDS ILF SDS ILF
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KEY BOX
 Holiday - H
 Sick with pay - SWP
 Retained with pay - RWP

Employee Print Name: _____
 Employee Signature: _____

Employer Print Name: _____
 Employer Signature: _____

NOTES:

EMAILING TIMESHEETS TO PAYROLL PROVIDER timesheets@ailn.org

POSTING TIMESHEETS TO PAYROLL PROVIDER

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

Please ensure that all timesheets for personal assistants are sent together, or sent with a note that there are more to be received.