

Week No. 28
Year 2023/24
 Period Start Date 02-Sep-23

timesheets@ailn.org
 Tel: 01294 475681

DUE TO AILN OFFICES OFFICIAL PAY DATE MONDAY 02-Oct-23
FRIDAY 06-Oct-23

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
02-Sep-23	2	3	4	5	6	7	8	
09-Sep-23	9	10	11	12	13	14	15	
16-Sep-23	16	17	18	19	20	21	22	
23-Sep-23	23	24	25	26	27	28	29	

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

Total Hours Worked

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SDS Hours <table border="1"><tr><td></td><td></td></tr></table>			Hours Sick With Pay (SWP) > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF	Holiday Hours > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF
SDS	ILF							
SDS	ILF							
ILF Hours <table border="1"><tr><td></td><td></td></tr></table>			Sleepovers Sick With Pay > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF	Holiday Sleepovers > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF
SDS	ILF							
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Sleepovers <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF	Hours Retained With Pay (RWP) > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF	Public Holiday Hours > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF
SDS	ILF							
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Respite Hours <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF	Hours Absent With Pay (AWP) > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF	Public Holiday Sleepovers > <table border="1"><tr><td>SDS</td><td>ILF</td></tr></table>	SDS	ILF
SDS	ILF							
SDS	ILF							
SDS	ILF							

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

Employee Print Name: _____
 Employee Signature: _____

Service User: _____
 POA/Guardian Name: _____
 Authorised 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.