

Week No. 32
Year 2023/24
 Period Start Date 30-Sep-23

timesheets@ailn.org
 Tel: 01294 475681

DUE TO AILN OFFICES OFFICIAL PAY DATE MONDAY 30-Oct-23
FRIDAY 03-Nov-23

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
30-Sep-23	30	1	2	3	4	5	6	
07-Oct-23	7	8	9	10	11	12	13	
14-Oct-23	14	15	16	17	18	19	20	
21-Oct-23	21	22	23	24	25	26	27	

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: _____

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.