

Week No.
Year
Period Start Date

40
2023/24
25-Nov-23

timesheets@ailn.org
Tel: 01294 475681

DUE TO AILN OFFICES
OFFICIAL PAY DATE

MONDAY 11-Dec-23
FRIDAY 29-Dec-23

PERSONAL ASSISTANT TIMESHEET

| Week Commencing | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
|--------------------|----------|--------|--------|---------|-----------|----------|--------|-------|
| 25-Nov-23 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | |
| 02-Dec-23 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 09-Dec-23 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| 16-Dec-23 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| Total Hours Worked | | | | | | | | |

PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY

| | |
|---------------|---------|
| SDS Hours | |
| ILF Hours | |
| Sleepovers | SDS ILF |
| Respite Hours | SDS ILF |

| | | |
|---------------------------------|-----|-----|
| Hours Sick With Pay (SWP) > | SDS | ILF |
| Sleepovers Sick With Pay > | SDS | ILF |
| Hours Retained With Pay (RWP) > | SDS | ILF |
| Hours Absent With Pay (AWP) > | SDS | ILF |

| | | |
|-----------------------------|-----|-----|
| Holiday Hours > | SDS | ILF |
| Holiday Sleepovers > | SDS | ILF |
| Public Holiday Hours > | SDS | ILF |
| Public Holiday Sleepovers > | SDS | ILF |

KEY BOX

Holiday -H
Sickwith 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.