

Week No. 44  
Year 2023/24  
Period Start Date 23-Dec-23

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Tel: 01294 475681

**DUE TO AILN OFFICES  
OFFICIAL PAY DATE**

**MONDAY 22-Jan-24  
FRIDAY 26-Jan-24**

## PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
23-Dec-23	23	24	25	26	27	28	29	
30-Dec-23	30	31	1	2	3	4	5	
06-Jan-24	6	7	8	9	10	11	12	
13-Jan-24	13	14	15	16	17	18	19	

**PLEASE NOTE: BOXES ABOVE ARE FOR WORKED HOURS ONLY**

**Total Hours Worked**



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

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Holiday Hours >	SDS	ILF
Holiday Sleepovers >	SDS	ILF
Public Holiday Hours >	SDS	ILF
Public Holiday Sleepovers >	SDS	ILF

Service User: \_\_\_\_\_

POA/Guardian Name: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

### KEY BOX

Holiday -H  
Sickwith pay -SWP  
Retained with pay -RWP



### NOTES:

DOUBLE TIME IS PAYABLE FOR SHIFTS THAT START ON 25TH&26TH DECEMBER AND 1ST&2ND JANUARY.

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.**