

**Week No.** 48  
**Year** 2023/24  
 Period Start Date 20-Jan-23

**timesheets@ailn.org**  
 Tel: 01294 475681

**DUE TO AILN OFFICES OFFICIAL PAY DATE MONDAY 19-Feb-23**  
**FRIDAY 23-Feb-23**

**PERSONAL ASSISTANT TIMESHEET**

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
20-Jan-23	20	21	22	23	24	25	26	
27-Jan-23	27	28	29	30	31	1	2	
03-Feb-23	3	4	5	6	7	8	9	
10-Feb-23	10	11	12	13	14	15	16	

**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.**