

Week No. 52
Year 2023/24
 Period Start Date 17-Feb-24

timesheets@ailn.org
 Tel: 01294 475681

DUE TO AILN OFFICES OFFICIAL PAY DATE MONDAY 18-Mar-24 FRIDAY 22-Mar-24

PERSONAL ASSISTANT TIMESHEET

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
17-Feb-24	17	18	19	20	21	22	23	
24-Feb-24	24	25	26	27	28	29	1	
02-Mar-24	2	3	4	5	6	7	8	
09-Mar-24	9	10	11	12	13	14	15	

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.