

# PERSONAL ASSISTANT TIMESHEET

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

**Employee Name:** \_\_\_\_\_

**POA / Guardian:** \_\_\_\_\_

*IF APPLICABLE*

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

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

**WEEK 4 2024/25**

Week Commencing	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total
16-Mar-24	16	17	18	19	20	21	22	
23-Mar-24	23	24	25	26	27	28	29	
30-Mar-24	30	31	1	2	3	4	5	
06-Apr-24	6	7	8	9	10	11	12	

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

**Total Hours Worked**

<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
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SDS FUNDED		ILF FUNDED		RESPITE		PAID LEAVE	
HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SICK WITH PAY (SWP) <span style="color: red;">SDS ONLY</span>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SLEEPOVERS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SICK WITH PAY S/O (SWP) <span style="color: red;">SDS ONLY</span>	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
HOLIDAY HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	HOLIDAY HOURS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			RETAINED WITH PAY (RWP)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
SLEEPOVER HOLIDAYS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	SLEEPOVER HOLIDAYS	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			ABSENT WITH PAY (AWP)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

**IMPORTANT INFORMATION**

**PERIOD START  
DUE TO AILN OFFICES  
OFFICIAL PAY DATE  
EMAIL ADDRESS  
POST ADDRESS**

**SATURDAY 16-Mar-24  
MONDAY 15-Apr-24  
FRIDAY 19-Apr-24  
TIMESHEETS@AILN.ORG**

Ayrshire Independent Living Network  
The Michael Lynch Centre for Enterprise  
71 Princes Street, Ardrossan, KA22 8DG

**NOTES**

**PLEASE REFER TO TIMESHEET TEMPLATE  
IF YOU ARE UNSURE OF NEW LAYOUT**

**Please ensure that all timesheets for personal assistants are sent together, or sent with a note that there are more to be received.**