

## TIMESHEET

<b>Employer:</b>
<b>Employee:</b>
<b>Month/Year</b>

Date	From (time)	To (time)	Hours worked	Employer's signature
Running total				

## TIMESHEET

Date	From (time)	To (time)	Hours worked	Employer's signature
Running total brought forward				
<b>Total hours worked</b>				
<b>If on WCIL automatic payroll service</b> – minus the automatic hours = hours to be notified to Payroll – see below				
<p><b>For those on Wiltshire CIL Payroll Service</b>            if you are <b>on automatic payroll</b>, you will only need to notify Payroll when there is a change from the usual hours (or if holiday or sick pay needs to be included)</p> <p>if you are <b>not on automatic payroll</b>, then</p> <ul style="list-style-type: none"> <li>• if payroll is <u>monthly</u>, the employer must advise Payroll of the hours payable by the 15<sup>th</sup> of the month</li> <li>• if payroll is <u>4 weekly</u>, you will have been provided with a list of dates by which to notify Payroll</li> </ul> <p>Notify Payroll by email wherever possible: <a href="mailto:payroll@wiltshirecil.org.uk">payroll@wiltshirecil.org.uk</a> or 0300 1233 442</p>				