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| **Employer:** |
| **Employee:** |
| **Month/Year** |

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| --- | --- | --- | --- | --- |
| **Date** | **From (time)** | **To (time)** | **Hours worked** | **Employer’s signature** |
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| Running total | | |  |  |
| **Date** | **From (time)** | **To  (time)** | **Hours worked** | **Employer’s signature** |
| Running total brought forward | | |  |  |
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| **Total hours worked** | | |  |  |
| **If on WCIL automatic payroll** **service** – minus the automatic hours = hours to be notified to Payroll – see below | | |  |  |
|  | | | | | |
| **For those on Wiltshire CIL Payroll Service – provided by PayPacket Ltd**  if you are **on automatic payroll**, 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)  if you are **not on automatic payroll**, then   * if payroll is monthly, the employer must advise Payroll of the hours payable by the 20th of the month * if payroll is 4 weekly, you will have been provided with a list of dates by which to notify Payroll   Notify payroll by email wherever possible: [pay@paypacket.co.uk](mailto:pay@paypacket.co.uk) or 0800 848 8998 | | | | | |