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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 or 0800 848 8998   |