



TIME SHEET- monthly



Employer _____ Month _____

Personal Assistant _____

This timesheet needs to be returned to ibk no later than **9a.m.** on the Tuesday after the month end. Post to Payroll, ibk initiatives, St Mary's Community Centre, Bramall Lane, Sheffield, S2 4QZ

	a.m.	p.m.	Rate 1	Rate 2	Retainer	Holiday pay(rate)
1 st						
2 nd						
3 rd						
4 th						
5 th						
6 th						
7 th						
8 th						
9 th						
10 th						
11 th						
12 th						
13 th						
14 th						
15 th						
16 th						
17 th						
18 th						
19 th						
20 th						
21 st						
22 nd						
23 rd						
24 th						
25 th						
26 th						
27 th						
28 th						
29 th						
30 th						
31 st						
Hours worked						
Gross						
Total Gross						

We hereby certify that the details on this time sheet have been checked by both the employer and the employee and that they are accurate.

Signed Employer

Signed PA