

Approved timesheets should be scanned and emailed to payroll@SEND-help.co.uk (PDF, TIFF or JPEG formats only)

First Name																		Payroll Number									
Last Name																											

[illegible]

Week Commencing (DD/MM/YYYY)

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	e.g.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM	✓							
PM	✓							
Payable Days	1							

	e.g.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Time	8:30am							
Unpaid Breaks	1 hr							
Finish Time	3:30pm							
Payable Hrs	6							

Total Hours Payable		
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Print Name: _____