



Our vision is to be the catalyst for change in creating opportunities that transform futures by bringing together disabled people and business for a single purpose

[www.wearepurple.org.uk](http://www.wearepurple.org.uk)

## Timesheet Guidance

### Submitting timesheets

In order to ensure that your PA/Carer (employee) is paid regularly and on time, it is very important that we receive your PAs timesheets by certain dates.

You will find a 4-Weekly Pay Day Timesheet Schedule in this pack which lists the pay dates for the year as well as the deadline by which your employees' timesheets need to reach us.

**It is your responsibility to send your employee hours in good time. If you miss the deadline dates your PA will not be paid on time.**

### The 4-Weekly Pay Day Timesheet Schedule explained

- **The first column** lists the final date in the 4-week period the pay run is for
- **The second column** lists the deadline dates by which your employee's timesheets must reach Purple
- **The third column** lists the dates the money will be paid into your PAs bank account

**Example:** If your 4-week pay period end date is 28/06/2020, you need to get any timesheets to Purple by 12pm on 26/06/2020. Your PA will then be paid on 03/07/2020 by 6pm.

If you are unable to get your PA timesheets to Purple by this date, then your PA will not be paid until the following pay date.

### How to send us your timesheets

We are always looking at ways to better utilise our funding and direct it straight into increasing and improving our services to disabled people. A paperless organisation helps us to achieve this as well as supporting our environmental statement. Our preferred method of receiving timesheets is therefore via email to [phbpayroll@wearepurple.org.uk](mailto:phbpayroll@wearepurple.org.uk). We are happy to receive them in a variety of formats – you can scan them in, or even take a photo on your phone!

**email:** [phbpayroll@wearepurple.org.uk](mailto:phbpayroll@wearepurple.org.uk)    **tel:** 01245 392300, Option 1

**address:** Purple, Ivan Peck House, 1 Russell Way, Chelmsford, CM1 3AA