



Purple DPSS – Timesheet completion guide

This guide provides important information on how to complete and submit your timesheets accurately and on time. Following these steps will help ensure payments are processed efficiently and your Personal Assistant (PA) is paid on time.

Submitting your timesheets

To ensure payments are made on time, please submit your timesheet before the dates shown on your pay schedule.

If you require a new timesheet, please get in touch with Purple for assistance.

Please note that it is the employer's responsibility to submit timesheets promptly.

While Purple does not issue reminders, the team is always here to support you if you have any questions.

Why this guide matters

Accurate and timely timesheet submissions ensure your Personal Assistant (PA) is paid correctly and without delay. Incomplete or unclear timesheets cannot be processed and will need to be returned for correction, risking delayed payment for your PA.

1. Before you begin

Please make sure you are using the latest version of the Purple Timesheet for your area.

2. Completing the top section

All sections must be completed clearly and in full:

- Customer Name – name of the Direct Payment holder
- Purple Account Number – as shown on your correspondence
- Employer Name – the person employing the PA
- Employer Signature – handwritten (not typed)
- Employee Name – your PA's full name
- Employee Signature – handwritten (not typed)
- Telephone Number and Email Address – for any queries

Timesheets missing any of the above details cannot be accepted.

3. Recording hours worked by your PA

- Use one row per day worked.
- Record the day, date, number of hours, and hourly rate (£).
- Tick ✓ if the hours relate to Annual Leave or Sick Leave.
- If no hours were worked, leave the row blank.
- Add totals at the bottom of the sheet.

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4. Authorising payment

At the end of each pay period:

- Both the Employer and Employee must sign and date the timesheet.
- By signing, the Employer confirms the hours are correct and authorises Purple to process payment and make any payroll deductions required by HMRC.

Unsigned or undated timesheets cannot be processed. Timesheets must cover only the dates included in the current pay period shown on your payroll schedule. Any dates entered outside of the pay period due for submission cannot be paid in this payroll run.

5. Common reasons timesheets are returned

- Missing or incorrect signatures
- Missing or incorrect dates
- Unclear handwriting
- Using an outdated template
- Blank boxes in the top section (names, account number, or contact details)

6.If your timesheet is delayed or incomplete

Delays or missing details can lead to:

- A pause in your PA's pay until information is confirmed
- Extra time spent clarifying or re-sending forms
- Delays in payroll processing or HMRC reporting

If you need any support or have any questions about completing your timesheet, please contact Purple as soon as possible. A member of the team will be happy to assist you ahead of the relevant deadlines.