



www.access-gateshead.org.uk
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Gateshead Access Panel
 Unit K37 The Avenues
 Eleventh Avenue North
 Team Valley
 Gateshead
 NE11 0NJ
 Tel. 0191 4430058 - Fax 0191 4877298
 Registered Charity Number 1063858

Direct Payment Support Services Personal Assistant Timesheet

Employer:

PA Name:

Tax Month & Year: **Rate:**

For Work Period:

Week Commencing:

Day	Time In	Time Out	Unpaid Breaks	Total Hours	Holiday Claim	Night Shift	Off Sick	Comments (under/over agreed hours)
Mon								
Tues								
Weds								
Thurs								
Fri								
Sat								
Sun								
Total Hours				<input type="text"/>	Total Night		<input type="text"/>	

Week Commencing:

Day	Time In	Time Out	Unpaid Breaks	Total Hours	Holiday Claim	Night Shift	Off Sick	Comments (under/over agreed hours)
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Tues								
Weds								
Thurs								
Fri								
Sat								
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Total Hours					Total Night			

PA Signature: _____ Date: _____

Employer Signature: _____ Date: _____