CLIENT PAYROLL INSTRUCTIONS FORM

Client Name:

Pay Frequency: Monthly

Period end:

Initial	Surname	Total Hours	Hourly Rate	New Hourly Rate	Overtime Hours	Overtime Rate	Bonus Amount	SSP	SMP	Holiday
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SSP

If a member of staff is claiming statutory sick pay, please complete the details below:

Surname: Start date: End date:

Surname: Start date: End date:

The employee will not receive sick pay for the first three days. The employee would only receive sick pay in a following absence period if this was within the last eight weeks and the three days waiting had already been applied.

SMP

If a member of staff wishes to claim statutory maternity pay, we will need a copy of their MAT B1 form to confirm their EWC (expected week of confinement).