

Payroll Services
KDC (Commercial) Ltd
263a Tarbock Road
Huyton
L36 0SD



PAY VARIATIONS NOTIFICATION FORM

Name of Direct Payments user						
Variation in Usual Weekly Hours Worked						
Date		Reason		Name of Personal Assistant/s	Usual Hours worked per week	Actual Hours worked
From	To	Holiday	Sickness			

Signed (DP Recipient or authorised person) _____ Date _____

! Please send this form to us no later than 10 working days prior to the next pay date as it is unlikely we will be able to make the adjustments in time, in that event any adjustments in salary will be processed in the next pay run.

This form is available in email format – if you require it please email your payroll adviser i.e. joanne.morris@kdc.org.uk or sandra.windsor@kdc.org.uk

Unless the person providing holiday cover is registered with HMRC they CANNOT be paid by KDC (Commercial) Ltd. If you require a P46 form to register such a person please contact payroll services as above or tel. no. 0151 949 5442.

Note: You can also telephone Joanne or Sandra with this information.