



About this form

This form is for employers to use to record details of their employee's Statutory Paternity Pay (SPP). You must keep these details.

You do not have to use this form, but you may find it helpful. However, you must keep SPP records for at least 3 years after the end of the tax year to which they relate.

How to use this SPP record sheet

Please read these notes and fill in the form, making any additional notes on page 2 if appropriate.

This record sheet is in 2 parts. Fill in:

- Record of notification of paternity absence when your employee tells you the date they want to start their paternity absence. Your employee will give you form SC3 'Becoming a parent', form SC4 'Becoming an adoptive parent or parental order parent' or form SC5 'SPP and paternity leave when adopting from abroad'
Record of SPP period when their pay period is about to start. You must keep a record of this period even if your employee cannot get SPP in one or both of the weeks or does not come back to work afterwards

More help and information

For more information on how and when you must pay SPP and what records you must keep, go to

www.gov.uk/employers-paternity-pay-leave/records

If you need help with this form or with the SPP scheme, you can contact the Employer Helpline on 0300 200 3200.

Record of notification of paternity absence

Employee's details

Surname or family name

Text input field for surname or family name

First name(s)

Text input field for first name(s)

National Insurance number

Grid input field for National Insurance number

Clock or payroll number

Text input field for clock or payroll number

Tax year(s) YYYY to YYYY

Grid input field for tax year(s)

What date was the baby due? DD MM YYYY

Grid input field for baby due date

What date was the baby actually born? DD MM YYYY

Grid input field for baby born date

What date did the child start living with the adopter?

DD MM YYYY

Grid input field for child start living with adopter date

What date did your employee start their paternity absence?

Fill in this date if it is different from the date your employee told you they planned to start. DD MM YYYY

Grid input field for paternity absence start date

Is your employee entitled to SPP?

No Yes

If 'No' remember to show why in the Notes column when filling in 'Record of SPP' period.

If 'Yes' from what date? DD MM YYYY

Grid input field for SPP start date

Did you give your employee form SPP1 'Non-payment of Statutory Paternity Pay (SPP)', to tell them why they are not entitled to SPP?

No Yes

You may find it useful to keep a copy of this form if your employee disagrees with your decision.

Please turn over

Record of SPP period

SPP weeks can start and end on any day of the week Show as DD MM YYYY		Enter the number of the tax week the end of the SPP week is in	Tick one box for each week W = Worked P = Paid E = Excluded S = Sick	Enter how much SPP is paid in each week	Note here any reasons why your employee cannot get SPP. Continue in the 'Additional notes' box below if necessary
Start date of SPP week	End date of SPP week	Week number	W P E S	Amount of SPP paid	Notes
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value=""/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	£ <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> . <input type="text" value=""/> <input type="text" value=""/>	<input type="text"/>
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Additional notes

Please use this part to record any additional notes you want to keep