

Timesheet

Employee Name: _____

Hourly Rate: £12.50

Week Commencing: _____

Day of Week	Meeting Hours	Working Hours	Justification	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Hours:				
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Employee Signature: _____

Secretary Signature: _____

Note

In your justification section please put down your activities; activities that can be put down are; **Marketing, Presentations, Software Implementation, Testing, Finance, Administration, Management, User experience**. Also please split your working hours into how many you did for each activity.