**Timesheet**

Employee Name: Penny Nicole

Hourly Rate: £12.50  
Week Commencing: 26th January 2015

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Date** | **Meeting Hours** | **Working Hours** | **Total Hours** |
| Monday | 19th | 0.75 |  | 0.75 |
| Tuesday | 20th |  |  |  |
| Wednesday | 21st | 3 |  | 3 |
| Thursday | 22nd | 2 | 2 | 4 |
| Friday | 23rd |  | 2 | 2 |
| Saturday | 24th |  |  |  |
| Sunday | 25th |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Hours:** |  | 5.75 | 4 | 9.75 |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_