**Timesheet**

Employee Name: Penny Nicole

Hourly Rate: £12.50  
Week Commencing: 02nd February 2015

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Date** | **Meeting Hours** | **Working Hours** | **Total Hours** |
| Monday | 19th | 1 |  | 1 |
| Tuesday | 20th |  |  |  |
| Wednesday | 21st | 3 | 1.5 | 4.5 |
| Thursday | 22nd |  | 6 | 6 |
| Friday | 23rd |  | 4 | 4 |
| Saturday | 24th |  |  |  |
| Sunday | 25th |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Hours:** |  | 4 | 11.5 | 15.5 |

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

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