**Timesheet**

Employee Name: Alistair Jewers

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  | 4 | **Presentations:** Rehearsal and Prep | 4 |
| Tuesday |  | 2 | **S/W Imp.:** Runtime data | 2 |
| Wednesday | 3 | 2 | **S/W Imp.:** Runtime data | 5 |
| Thursday |  | 4 | **S/W Imp.:** Lab preperation | 4 |
| Friday | 1 | 2 | **S/W Imp.:** Runtime data and LearnEasy back-end | 3 |
| Saturday |  | 2 | **S/W Imp.:** Runtime data and LearnEasy back-end | 2 |
| Sunday |  | 2 | **S/W Imp.:** Runtime data and LearnEasy back-end | 2 |
|  |  |  |  |  |
| **Total Hours:** | 4 | 18 |  | 22 |

Week Commencing: 16th February 2015

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.