**Timesheet**

Employee Name: Calum Armstrong

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  | 3.75 | **Presentations:** preperation | 3.75 |
| Tuesday |  |  |  |  |
| Wednesday | 3 | 4.25 | **Admin.:** Drafting contracts | 7.25 |
| Thursday |  | 2 | **Admin.:** Contracts | 2 |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  | 6 | **Admin.:** Contracts | 6 |
|  |  |  |  |  |
| **Total Hours:** | 3 | 16 |  | 19 |

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.