**Timesheet**

Employee Name: Emmanuel Olutayo

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  | 4 | **Presentations:** Tender Presentation | 4 |
| Tuesday |  | 2 | **Finance:** Spreadsheet preparation for Friday submition | 2 |
| Wednesday | 3 |  |  | 3 |
| Thursday |  | 6 | **Finance:** Writing report and structuring the financial review document | 6 |
| Friday |  | 3 | **Finance:** Getting the financial review document ready for submission | 3 |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |
|  |  |  |  |  |
| **Total Hours:** | 3 | 15 |  | 18 |

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.