**Timesheet**

Employee Name: Alex Cash

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 | 2 | **Admin (1h):** Contracts  **S/W Imp. (1h):** Coding | 3 |
| Tuesday |  | 6 | **Admin (3h):** Finalizing Contracts  **S/W Imp. (3h):** re-writing audio handler code | 6 |
| Wednesday | 1.75 | 2 | **S/W Imp.:** working on audio handler to enable greater control over playback of the audio file | 3.75 |
| Thursday |  | 5 | **S/W Imp.:** fixed bugs with pausing of the audio player and then scanning | 5 |
| Friday | 0.5 |  | Meeting regarding contracts | 0.5 |
| Saturday |  | 4 | **S/W Imp.:** Exploring customization and re-arranging of the audio player controls | 4 |
| Sunday |  | 2 | **S/W Imp.:** re-writing the audio handler to be able to handle multiple | 2 |
|  |  |  |  |  |
| **Total Hours:** | 3.25 | 21 |  | 24.25 |

Week Commencing: 23rd 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.