**Timesheet**

Employee Name: Alex Cash

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 | 2 | **S/W Imp.:** Further implementation of the audio handler | 3 |
| Tuesday |  |  |  |  |
| Wednesday | 2 | 3 | **S/W Imp.:** Worked with Calum after the meeting to improve the audio handler’s appearance and functionality (Implementation) | 5 |
| Thursday |  | 2 | **Management (1h):** Management  **S/W Imp. (1h):** Implementation of the audio handler | 2 |
| Friday |  | 2 | **Management (1h):** Management  **S/W Imp. (1h):** Implementation of the audio handler | 2 |
| Saturday |  | 3 | **Testing (2h):** Worked with Sam R. to start writing up the integration and testing plan  **S/W Imp. (1h):** Implementation | 3 |
| Sunday |  |  |  |  |
|  |  |  |  |  |
| **Total Hours:** | 3 | 12 |  | 15 |

Week Commencing: 02nd March 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.