**Timesheet**

Employee Name: Calum Armstrong

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 | 4 | **S/W Imp.:** Audio Handler | 5 |
| Tuesday |  | 2 | **Admin.:** Sorted out 2 weeks of old / late timesheets | 2 |
| Wednesday | 2 | 3 | **Admin.:** Sorted out 2 weeks of old / late timesheets | 5 |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  | 2 | **S/W Imp.:** Created new XML to demo LearnEasy | 2 |
| Sunday |  |  |  |  |
|  |  |  |  |  |
| **Total Hours:** | 3 | 11 |  | 14 |

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.