**Timesheet**

Employee Name: Sam Raeburn

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 0.5 |  |  | 0.5 |
| Tuesday |  |  |  |  |
| Wednesday | 1.75 | 2 | **Admin:** Test / integration plan | 3.75 |
| Thursday |  | 3 | **Admin:** QA Metrics / Test and integration plan | 3 |
| Friday |  | 2 | **Admin:** Final Test / integration plan | 2 |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |
|  |  |  |  |  |
| **Total Hours:** | 2.25 | 7 |  | 9.25 |

Week Commencing: 09th 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.