**Timesheet**

Employee Name: Jake Ransome

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  |  |  |  |
| Tuesday |  | 2.5 | **Marketing:** Teachers survey | 2.5 |
| Wednesday |  | 1 | **Marketing:** GUI and advanced survey | 1 |
| Thursday |  | 2 | **Marketing:** Teachers survey | 2 |
| Friday |  | 1 | **Marketing:** Finalized Teachers survey | 1 |
| Saturday |  |  |  |  |
| Sunday |  | 0.5 | **Marketing:** Started intro for marketing plan | 0.5 |
|  |  |  |  |  |
| **Total Hours:** | 0 | 7 |  | 7 |

Week Commencing: 16th 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.