**Timesheet**

Employee Name: Emmanuel Olutayo

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  | 2 | **S/W Imp.:** TeachEasy Development with Alex | 2 |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday | 0.75 | 1 | **S/W Imp.:** TeachEasy Development with Alex | 1.75 |
| Saturday |  |  |  |  |
| Sunday |  | 4 | **Finance:** Spent Sunday doing financial report 3 with penny | 4 |
|  |  |  |  |  |
| **Total Hours:** | 0.75 | 7 |  | 7.75 |

Week Commencing: 27th April 2015

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_