**Timesheet**

Employee Name: Penny Nicole

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  | 1.75 | **S/W Imp.:** Templates pages | 1.75 |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday | 0.75 |  |  | 0.75 |
| Saturday |  |  |  |  |
| Sunday |  | 4 | **Finance:** Financial Report 3 | 4 |
|  |  |  |  |  |
| **Total Hours:** | 0.75 | 5.75 |  | 6.5 |

Week Commencing: 27th April 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.