**Timesheet**

Employee Name: Calum Armstrong

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 | 9 | **Admin:** Minutes collation | 10 |
| Tuesday |  | 6 | **Admin:** Minutes collation | 6 |
| Wednesday |  | 8 | **Admin:** Minutes collation, Timesheets Collation | 8 |
| Thursday |  | 6 | **Admin:** Timesheets Collation | 6 |
| Friday | 1.5 | 5 | **Marketing:** Survey Compilation and analysis | 6.5 |
| Saturday |  | 6 | **Marketing:** Further survey / marketing compilation and completion of graphics | 6 |
| Sunday |  | 9 | **Finance:** Assistance and analysis of current financial projections | 9 |
|  |  |  |  |  |
| **Total Hours:** | 2.5 | 49 |  | 51.5 |

Week Commencing: 18th May 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.