**Timesheet**

Employee Name: Lewis Thresh

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 | 6.5 | **S/W Imp.:** TE GUI | 7.5 |
| Tuesday |  | 4.5 | **S/W Imp.:** TE GUI | 4.5 |
| Wednesday |  | 11.5 | **Marketing (5hrs):**Research into server costs and encryption  **S/W Imp. (6.5hrs):** LE Login screen | 11.5 |
| Thursday |  | 2 | **S/W Imp.:** Reskinning buttons in TE and LE | 2 |
| Friday | 1.5 | 8.5 | **S/W Imp. (1hr):** Integration with backend  **Marketing (7.5hrs):** Survey compilation and analysis + research | 10 |
| Saturday |  | 6 | **Marketing:** Financial figures | 6 |
| Sunday |  | 12.5 | **Marketing:** Figures for financial report  **Finance:** Assistance with finance | 12.5 |
|  |  |  |  |  |
| **Total Hours:** | 2.5 | 51.5 |  | 54 |

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.