**Timesheet**

Employee Name: Samuel Raeburn

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 |  |  | 1 |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  | 3.25 | **Testing:** Began testing the media handlers | 3.25 |
| Friday | 1.5 | 5.25 | **Testing:** Continued testing the media handlers | 6.75 |
| Saturday |  |  |  |  |
| Sunday |  | 8.5 | **Testing:** Finished testing the media handlers, began retest of refactored XML parser.  **Admin.:** Created testing failures document  **S/W Imp.:** Fixed big in LearnEasy progress tracking | 8.5 |
|  |  |  |  |  |
| **Total Hours:** | 2.5 | 17 |  | 19.5 |

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.