**Timesheet**

Employee Name: Alistair Jewers

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 0.5 | 12 | **S/W Imp.:** Editor functionality and bug fixing | 12.5 |
| Tuesday |  | 8 | **S/W Imp.:** Editor functionality and bug fixing | 8 |
| Wednesday |  | 8 | **S/W Imp.:** Editor functionality and bug fixing | 8 |
| Thursday |  | 8 | **S/W Imp. (5 hrs):** Editor functionality and bug fixing  **Presentations (3 hrs):** Sales presentation demo preparation | 8 |
| Friday | 1.5 | 12 | **S/W Imp.:** Editor functionality and bug fixing  **Presentations:** Sales presentation demo preparation | 13.5 |
| Saturday |  | 17 | **Presentations:** Sales presentation demo preparation | 17 |
| Sunday |  | 15 | **Presentations:** Sales presentation demo preparation | 15 |
|  |  |  |  |  |
| **Total Hours:** | 2 | 80 |  | 82 |

Week Commencing: 25th 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.