**Timesheet**

Employee Name: Calum Armstrong

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  | 8 | **Presentations:** | 8 |
| Thursday |  | 8 | **Presentations:** | 8 |
| Friday | 1.5 | 10 | **Presentations (7hrs):**  Composing Hand-outs, Presentation Prep  **Finance (3hrs):** Working with Sam H. to rectify finance errors | 10.5 |
| Saturday |  | 17 | **Presentations (12hrs):** Composing Hand-outs, Presentation Prep  **Finance (5hrs):** Working with Sam H. to rectify finance errors | 17 |
| Sunday |  | 16 | **Presentations (11hrs):** Composing Hand-outs, Presentation Prep, Editing group photo  **Finance (5hrs):** Working with Sam H. to rectify finance errors | 14 |
|  |  |  |  |  |
| **Total Hours:** | 1.5 | 59 |  | 60.5 |

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.