**Timesheet**

Employee Name: Emmanuel Olutayo

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 0.5 | 4 | **Finance:** This time was spent Fixing the Financial prediction spread sheet with sam which was sent to Tony ward | 4.5 |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  | 2 | **Presentations:** This time was spent on getting ready for the sales presentation and looking over our financial Predictions | 2 |
| Saturday |  | 5 | **Presentations:** This time was spent working with Penny on the slides and speech for the Financial aspect of the sales presentation  Financial Projections Spreadsheet | 5 |
| Sunday |  | 8 | **Presentations:** This was used as a time to run through the slides and correct anything that needs correction | 8 |
|  |  |  |  |  |
| **Total Hours:** | 0.5 | 19 |  | 19.5 |

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.