**Timesheet**

Employee Name: Jake Ransome

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday |  | 5.5 | **Finance:** Final report projections and justifications | 5.5 |
| Tuesday |  |  |  |  |
| Wednesday |  | 3 | **Presentations:** Final Presentation | 3 |
| Thursday |  | 9 | **Presentations:** Final Presentation: Technology In education | 9 |
| Friday | 1.5 | 10 | **Presentations:** Final Presentation: Background Market | 11.5 |
| Saturday |  | 12 | **Presentations:** Final Presentation: Speech Preparation and write up | 12 |
| Sunday |  | 11 | **Presentations:** Final Presentation: Speech Preparation and final run through | 11 |
|  |  |  |  |  |
| **Total Hours:** | 1.5 | 50.5 |  | 52 |

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.