**Timesheet**

Employee Name: Lewis Thresh

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 0.5 | 7.5 | **Finance(2hrs):** Editing figures  **Presentation(5.5hrs):** Started Draft for presentation | 8 |
| Tuesday |  | 5 | **Presentation:** Draft presentation | 5 |
| Wednesday |  |  |  |  |
| Thursday |  | 7 | **S/W Imp. (2hrs)**GUI updates  **Presentation (5hrs):** Bulk of content and editing | 7 |
| Friday | 1.5 | 10 | **Presentation (4hrs):** Content and editing  **UX (6hrs):** User manual | 11.5 |
| Saturday |  | 14 | **Presentation (7hrs):** Finishing content  **UX (7hrs):** User manual | 14 |
| Sunday |  | 13 | **Presentation (7hrs):** Presentation  **UX (5hrs):** User manual | 13 |
|  |  |  |  |  |
| **Total Hours:** | 2 | 56.5 |  | 58.5 |

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.