**Timesheet**

Employee Name: Samuel Raeburn

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 0.5 | 8 | **Testing (6hrs):** Finished testing the XML parser and writer. Tested the updates Cash made to some of the handlers.  **Presentation (2hrs):** Began drafting the demo for the presentation | 8.5 |
| Tuesday |  | 11 | **Presentation:** Continued preparing for the presentation | 11 |
| Wednesday |  | 7 | **S/W Imp. (1hr):** Various bug fixes  **Presentation (6hrs):** Presentation | 7 |
| Thursday |  | 12 | **S/W Imp. (1hr):** Bug fixes  **Presentation (11hrs):** Presentation | 12 |
| Friday | 1.5 | 12 | **S/W Imp. (1hr):** Bug fixes  **Presentation (11hrs):** Presentation – finished creating demo xml | 13.5 |
| Saturday |  | 14 | **S/W Imp. (1hr):** Bug fixes  **Presentation (13hrs):** Prepared for demonstration with Ali | 14 |
| Sunday |  | 14 | **Presentation:** Prepared for demonstration with Ali, rewrote Emmanuel’s finance script. | 14 |
|  |  |  |  |  |
| **Total Hours:** | 2 | 78 |  | 80 |

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.