

Time Sheet

Employee Name: Ollie Martin

Employee Role: Marketing Manager


Date	Activity	Start Time	End Time	Total Hours
29/1/18	meeting	3pm	4pm	1
1/2/18	Team Meeting	3pm	5pm	2
2/2/18	Personal work	4pm	9pm	5
TOTALS:				8

I certify that these hours are a true and accurate record of all time worked during the pay period.



Employee Signature

Date: 2/2/18

Project Manager Signature: 
Date: 4/2/18
