



Time Sheet

Employee Name: Jonathan train**Employee Role:** QA manager

Date	Activity	Start Time	End Time	Total Hours
19/2/18	meeting			1
19/2/18	Tender presentation			3.5
20/2/18	QA manual			2
22/2/18	lab			2
23/2/18	QA manual			1
24/2/18	Xml research			2
TOTALS:				11.5

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

Employee Signature

Date: 26/2/18

Project Manager Signature:

Date: 26/2/2018