

# Time Sheet

**Employee Name:** Ollie Martin

**Employee Role:** Marketing Manager


Date	Activity	Start Time	End Time	Total Hours
19/2/18	meeting	12pm	3pm	3
19/2/18	Presentation	3pm	3:30pm	0.5
22/2/18	Lab	3pm	5pm	2
23/2/18	Personal Work	3pm	7pm	4
22/2/18	Team Meeting	3pm	4pm	2.5
TOTALS:				12

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

Employee Signature

Date: 22/2/18



Project Manager Signature:   
Date: 25/2/18

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