LOGO Time Sheet

Time Sheet

Employee Name: Tom Talbot

Employee Role: Finance Manager

Date	Activity	Start Time	End Time	Total Hours
15/1/18	meeting	2pm	3pm	1
18/1/18	lab	3pm	5pm	2
			TOTALS:	3

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

Employee Signature

Date: 19/1/18

Project Manager Signature: Z

Date: 22/1/18

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