|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Timeclockwizard |  |  |  |
|  | Weekly Timesheet |  |
|  | Timeclockwizard Corp. |   |  |  |  |
|  |  |  |  |  |  |
|  | Employee: | Susie Queue |  |  |  |
|  | Hourly rate: | 10.00 |  |  |  |
|  | Date: | 1/4/2019 |  |  |  |
|  |  |  |  |  |  |
|   |   |   |   |   |   |
|   | Project Name | Description of Tasks Done |   | Hours |   |
|   | 1 Reports | Expense and Time reports |   | 0.50 |   |
|   | 2 Sales Calls | Called Dunway, Smith accounts |   | 1.25 |   |
|   | 3 Sales Meetings | Met with Jones and Doe |   | 4.50 |   |
|   | 4 Run-Down | Created run-down list of clients |   | 0.75 |   |
|   | 5 Conference | Conference with sales team |   | 1.00 |   |
|   | 6 |   |   |   |   |
|   | 7 |   |   |   |   |
|   | 8 |   |   |   |   |
|   | 9 |   |   |   |   |
|   | 10 |   |   |   |   |
|   |   |   |   |   |   |
|   | Total Hours: |   |   | 8.00 |   |
|   |   |   |   |   |   |
|   | Gross Pay: |   |   | 80.00 |   |
|   |   |   |   |   |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Employee signature |   |  | Date |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Supervisor signature |   |  | Date |  |
|  |  |  |  |  |  |