|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | 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 |  |
|  |  |  |  |  |  |