Secretarial Time Sheet

Last name ..... Position ..... Employee № .....

First name ..... Department ..... Sheet № .....

Round all times to the nearest quarter of an hour. Do not include any time not spent working on a given task. All time must be accounted for.

X	Code	Task description	Week commencing: .. / .. / ..							Week commencing: .. / .. / ..							Week commencing: .. / .. / ..							Week commencing: .. / .. / ..							Total
			M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	
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