

Weekly Timesheet

Time Record & Project Hours Summary

Employee Name Maria Chen **Employee ID** EMP-04831 **Department** Product Design **Week Ending** July 05, 2026
Position Senior UX Designer **Manager** David Alvarez **Location** Remote – Austin, TX **Employee Email** maria.chen@nbcg.com

Hours by Project

Project Code	Task / Description	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 07/05	Total
PRJ-104	Website Redesign – Wireframes & UI Kit	6.5	7.0	5.5	6.0	4.0	–	–	29.0
PRJ-118	Client Onboarding – Acme Corp	1.0	1.0	2.0	1.5	2.0	–	–	7.5
ADM-000	Internal Admin & Team Meetings	0.5	0.0	0.5	0.5	1.0	–	–	2.5
PRJ-096	Mobile App – QA Review	0.0	0.0	0.0	0.0	1.0	–	–	1.0
Total Hours		8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0

Hours Summary

Regular hours (up to 40)	40.0
Overtime hours (1.5×)	0.0
Paid time off / holiday	0.0
Total payable hours	40.0

Project Code Legend

Code	Project Name	Billable
PRJ-104	Website Redesign – Wireframes & UI Kit	✓
PRJ-118	Client Onboarding – Acme Corp	✓
ADM-000	Internal Administration & Meetings	–
PRJ-096	Mobile App – QA Review	✓

Notes / Comments

Worked remotely all week except Friday afternoon on-site client meeting for Acme Corp (PRJ-118). No overtime incurred this period.

Approval

 Employee Certification

Maria Chen Date: July 05, 2026

 Manager Approval

David Alvarez Date: _____