

Timesheets

Day	Start	End
Monday	8.30am	4.30pm
Tuesday	8.30am	4.30pm
Wednesday	8.45am	4.30pm
Thursday	8.30am	5.15pm
Friday	8.30am	4pm
Saturday	8.30am	12.15pm

1. Paul's timesheet for week 37:

- Calculate how many hours Paul was at his work each day.
- If Paul has an hour off for lunch, how many hours did he work during week 37?

2. Copy Satinder's timesheet below into your jotter and use the statements to complete it.

Day	Start	End
Monday	0900	
Tuesday		1700
Wednesday		
Thursday		
Friday		
		1500

- Satinder works the same number of hours Monday to Wednesday, starting at 9am.
- On Sunday she works for 6 hours 30 minutes.
- Thursday and Friday she has a much earlier start; 6.30am.
- On Thursday she has a late night, working for 10 hours 45 minutes.
- On Friday she worked for 5 hours 45 minutes.

Calculate the total number of hours Satinder worked that week.

3. Copy and complete this timesheet;
 Note: lunch breaks are not included as working time.

Day	Start of day	Lunch	End of day	Working Time
Monday	0900	1200 till 1300	1700	
Tuesday	0900	1200 till 1300	1730	
Wednesday		1200 till 1245	1730	7 hours 15 minutes
Thursday	0830	1200 till 1245		9 hours
Friday	0900	1200 till	1830	8 hours 15 minutes
Saturday	0900	1300 till 1400	1615	
Sunday	1000	till 1230	1545	5 hours 15 minutes
<u>Total working time</u>				