Monthly timesheet

October 2026

NAME	ROLE	EMPLOYEE ID
Ioana Mureșan	**Software developer**	**1042**

COMPANY / CLIENT	DEPARTMENT / PROJECT
Exemplu Tech SRL	**Project Ștefan**

DATE	DAY	ACTIVITY (HOURS)	DESCRIPTION	DAY TOTAL
1	Thu	DEV 6 · MTG 2	Payments integration	8
2	Fri	DEV 6 · MTG 2	Monthly report fixes	8
3	Sat	Weekend		
4	Sun	Weekend		
5	Mon	DEV 6 · REV 2	Excel export	8
6	Tue	DEV 6 · MTG 2 Remote	Search optimisation	8
7	Wed	DEV 4 · QA 4	Login page	8
8	Thu	DEV 6 · REV 2	Payments integration	8
9	Fri	DEV 6 · MTG 2	Monthly report fixes	8
10	Sat	Weekend		
11	Sun	Weekend		
12	Mon	DEV 6 · MTG 2 Remote	Excel export	8
13	Tue	DEV 6 · REV 2	Search optimisation	8
14	Wed	DEV 4 · QA 4	Login page	8
15	Thu	DEV 6 · MTG 2	Payments integration	8
16	Fri	DEV 6 · REV 2 Remote	Monthly report fixes	8
17	Sat	Weekend		
18	Sun	Weekend		
19	Mon	DEV 6 · MTG 2	Excel export	8
20	Tue	DEV 6 · MTG 2	Search optimisation	8
21	Wed	DEV 4 · REV 4	Login page	8
22	Thu	Annual leave		
23	Fri	Annual leave		
24	Sat	Weekend		
25	Sun	Weekend		
26	Mon	DEV 6 · REV 2	Excel export	8
27	Tue	DEV 6 · MTG 2	Search optimisation	8
28	Wed	DEV 4 · QA 4 Remote	Login page	8
29	Thu	DEV 6 · REV 2	Payments integration	8
30	Fri	DEV 6 · MTG 2	Monthly report fixes	8
31	Sat	Weekend		
Total				**160**

TOTAL HOURS	EXPECTED HOURS	DIFFERENCE	DAYS WORKED	LEAVE / ABSENCES
160 h	**160 h** 20 days × 8 h	**0 h**	**20 / 22** Working days	**AL 2** Annual leave

Hours per activity

Development	112	70%	
Code review	16	10%	
Meetings	20	13%	
Testing	12	8%	

Activities

- DEV — **Development** — Building features and fixes
- REV — **Code review** — Reviewing teammates' changes
- MTG — **Meetings** — Planning, stand-ups, demos
- QA — **Testing** — Manual and automated tests

Notes

Two days of annual leave approved in advance.

EMPLOYEE

Ioana Mureșan
Software developer

Signature _____ Date _____

APPROVED BY

Mihai Țurcanu
Project manager

Signature _____ Date _____