

Client-Wise Audit Timesheet

Employee Name: John Doe Employee ID: 19280

Department: Audit

Period: June 2024

Timesheet Details

Date	Client Name	Project Name	Description of Work	Start Time	End Time	Total Hours	Remarks
2024-06-01	ABC Ltd.	Year-end Audit	Verification of ledger entries	09:00	12:30	3.5	-
2024-06-01	XYZ Corp.	Internal Audit	Checking compliance records	13:30	17:00	3.5	-
2024-06-02	ABC Ltd.	Year-end Audit	Bank reconciliation review	09:30	12:00	2.5	Meeting with client
2024-06-02	DEF Inc.	Quarterly Audit	Inventory verification	13:00	16:00	3.0	-

Total Hours Worked: 12.5

Supervisor/Manager Comments:

All tasks completed as per audit plan. Good coordination with clients.

Employee Signature: _____

Date: _____

Important Notes:

- Please ensure all entries are filled in a timely and accurate manner.
- Client-wise breakup helps in cost allocation and billing purposes.
- Supervisor review and approval is mandatory before submission.
- Maintain confidentiality of client information recorded in the timesheet.