

**TIME SHEET**

CONTRACT EMPLOYEE'S DETAILS			CLIENT'S DETAILS		
Full Name as per NRIC		AHMAD FAUZAN BIN ABU AINI	Company Name	Al Rajhi Bank	
NRIC No.	021008-14-0191		Reporting Manager	Wan Nuraina Binti Rosely	
Mobile No.	013-375 6261		Department	Retail Credit Risk	

Please indicate the type of leave taken (upon leave approval) and public holidays on the timesheet

- |                        |                        |                         |                          |                              |
|------------------------|------------------------|-------------------------|--------------------------|------------------------------|
| * AL - Annual Leave    | * NPL - No Pay Leave   | * MC - Medical Leave    | * RL - Replacement Leave | * HL - Hospitalization Leave |
| * ML - Maternity Leave | * PL - Paternity Leave | * MarL - Marriage Leave | * PH - Public Holiday    | * CL - Compassionate Leave   |

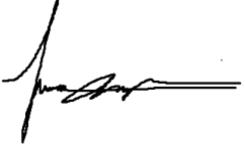
**MONTH:**

Tick Option Applicable

 Contract

 Monthly Temp

Date dd/mm	Day	Day Type (Normal / Off / Rest)	Work Time		Overtime Hours		Breaks	Total Hours	Overtime Claim Hours	Overtime Claim Initial Approval	For Internal Use			
			Started	Ended	Started	Ended					Normal Hours	Overtime Claim Rate	1.5	2.0
26-Oct-25	Sunday	Off Day	-	-										
27-Oct-25	Monday	Normal Day	8.30 A.M	6.10 P.M										
28-Oct-25	Tuesday	Normal Day	8.40 A.M	6.30 P.M										
29-Oct-25	Wednesday	Normal Day	8.50 A.M	6.50 P.M										
30-Oct-25	Thursday	Normal Day	8.50 A.M	6.40 P.M										
31-Oct-25	Friday	Normal Day	8.50 A.M	6.30 P.M										
1-Nov-25	Saturday	Off Day	-	-										
2-Nov-25	Sunday	Off Day	-	-										
3-Nov-25	Monday	Normal Day	8.55 A.M	6.10 P.M										
4-Nov-25	Tuesday	Normal Day	8.55 A.M	6.14 P.M										
5-Nov-25	Wednesday	Normal Day	8.55 A.M	6.00 P.M										
6-Nov-25	Thursday	Normal Day	8.55 A.M	6.30 P.M										
7-Nov-25	Friday	Normal Day	8.57 A.M	6.00 P.M										
8-Nov-25	Saturday	Off Day	-	-										
9-Nov-25	Sunday	Off Day	-	-										
10-Nov-25	Monday	Normal Day	8.50 A.M	7.40 P.M	5.45 P.M	7.40 P.M								
11-Nov-25	Tuesday	Normal Day	8.50 A.M	7.30 P.M	5.45 P.M	7.30 P.M								
12-Nov-25	Wednesday	Normal Day	8.50 A.M	6.40 P.M										
13-Nov-25	Thursday	Normal Day	8.50 A.M	7.10 P.M										
14-Nov-25	Friday	Normal Day	8.55 A.M	6.50 P.M										
15-Nov-25	Saturday	Off Day	-	-										
16-Nov-25	Sunday	Off Day	-	-										
17-Nov-25	Monday	Normal Day	8.55 A.M	6.45 P.M										
18-Nov-25	Tuesday	Normal Day	8.58 A.M	6.55 P.M										
19-Nov-25	Wednesday	Normal Day	9.00 A.M	6.20 P.M										
20-Nov-25	Thursday	Normal Day	9.00 A.M	7.00 P.M										
21-Nov-25	Friday	Normal Day	9.00 A.M	5.40 P.M										
22-Nov-25	Saturday	Off Day	-	-										
23-Nov-25	Sunday	Off Day	-	-										
24-Nov-25	Monday	Normal Day	9.10 A.M	6.00 P.M										
25-Nov-25	Tuesday	Normal Day	8.55 A.M	6.10 P.M										
Grand Total of Hours Worked (Excluding Breaks)										0.00	0.00	0.00	0.00	

CONTRACT EMPLOYEE'S ACKNOWLEDGEMENT			CLIENT'S APPROVAL		
			This certifies that the above information is verified and would form the basis of the invoice where applicable.		
Contract Employee's Signature					Reporting Manager's Signature
					Company Stamp
					Date : 25-Nov-25