



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		<input type="checkbox"/>	Contract		<input type="checkbox"/>	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									Normal Hours	Overtime Claim Rate		
														1.5	2.0	3.0
23-Oct-25	Thursday	Normal Day	8.40A.M	6.10P.M												
24-Oct-25	Friday	Normal Day	8.45A.M	6.00P.M												
25-Oct-25	Saturday	Rest Day	-	-												
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Grand Total of Hours Worked (Excluding Breaks)												0.00	0.00	0.00	0.00	

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