

Timesheet

People In Need

Employee's Name	Loeurt Chenda	
Position	Officer - Web Development	
Month/Year	January	2018
Working time	40 hours/week	100.00%

Date	Day	Time In	Lunch Break Time In	Lunch Break Time Out	Time Out	Total Hours Worked	Comment
1	Mon						PH
2	Tue	8:00	12:00	13:00	17:00	8:00	
3	Wed	8:00	12:00	13:00	17:00	8:00	
4	Thu	8:00	12:00	13:00	17:00	8:00	
5	Fri	8:00	12:00	13:00	17:00	8:00	
6	Sat						weekend
7	Sun						weekend
8	Mon						PH
9	Tue	8:00	12:00	13:00	17:00	8:00	
10	Wed	8:00	12:00	13:00	17:00	8:00	
11	Thu	8:00	12:00	13:00	17:00	8:00	
12	Fri	8:00	12:00	13:00	17:00	8:00	
13	Sat						weekend
14	Sun						weekend
15	Mon	8:00	12:00	13:00	17:00	8:00	
16	Tue	8:00	12:00	13:00	17:00	8:00	
17	Wed	8:00	12:00	13:00	17:00	8:00	
18	Thu	8:00	12:00	13:00	17:00	8:00	
19	Fri	8:00	12:00	13:00	17:00	8:00	
20	Sat						weekend
21	Sun						weekend
22	Mon	8:00	12:00	13:00	17:00	8:00	
23	Tue	8:00	12:00	13:00	17:00	8:00	
24	Wed	8:00	12:00	13:00	17:00	8:00	
25	Thu	8:00	12:00	13:00	17:00	8:00	
26	Fri						AL
27	Sat						weekend
28	Sun						weekend
29	Mon	8:00	12:00	13:00	17:00	8:00	
30	Tue	8:00	12:00	13:00	17:00	8:00	
31	Wed	8:00	12:00	13:00	17:00	8:00	

AL: Annual Leave, SL: Sick Leave, PH: Public Holiday, UL: Unpaid Leave, MT: Maternity Leave

TOTAL HOURS

160:00

Budget break down:

SN	Project Name	Project No.	Percentage (%)
1	KHM'17_DAI_Tepmachcha Scale Up_2017-18	KHMZ000089	50%
2	KHM'17_ECHO_DIPECHO XI-BDRC IV-DRR Cam_2017-18	KHMZ000081	50%
3			
4			
5			
6			
7			
8			

Employee's Signature:.....

Line Manager's Signature:.....