

## ACCOUNTING TIME SHEET

Client Site: Asian Agri  
 Manager Name: Yoke Boon

Employee Name: Eirk Naingolan Yohanes  
 Employee Number: INNCNJ0086  
 Month From: 1-Dec-19 To: 8-Dec-19

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Work Hrs		8	8	8	8	8	4		8	8																				
OT Hrs																														
H-Holiday																														
AL-Annual Leave																														
S-Sick Leave																														
U-Unpaid Leave																														
C-Comp Off																														
W-Sat & Sun	W							W																						
Total																														

Pls write the corresponding alphabets (L for annual leave, S for sick leave, C for Comp off.....) against the appropriate date.

*Please write the corresponding alphabets (L for annual leave, S for sick leave, C for Comp off.....) against the appropriate date.*

Total No. of Days Worked: 8 Total No. of Billable OT Hrs/Days: 10

I CERTIFY THAT THE ABOVE IS A TRUE RECORD OF MY TIME FOR THIS PERIOD.

Employee Signature: [Signature] Date: 12 Dec 19  
 Supervisor Signature: [Signature] Date: 12/12/19

Notes:

Please Email This Form, Duly Signed To:  
 Attn: The HR Department

\*\* Leave Applications must be faxed with the Timesheets!