

ACCOUNTING TIME SHEET

Client Site: Asian Agri Employee Name: Eirik Nainggolan Yohanes
 Manager Name: Yoke Boon Employee Number: INNCONJK086
 Month: 1-Aug-19 From: 1-Aug-19 To: 31-Aug-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	31
Work Hrs	8	8	4		8	8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	4								
OT Hrs																															
H-Holiday																															
AL-Annual Leave																															
S-Sick Leave																															
U-Unpaid Leave																															
C-Comp Off																															
W-Sat & Sun			W	W						W	W						W	W						W	W						W
Total																															

Pls 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: 27 Total No. of Billable OT Hrs/Days: 31

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



Employee Signature _____ Date 2/9/19

Supervisor Signature _____ Date _____

Notes: _____

** Leave Applications must be faxed with the Timesheets!

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