

ACCOUNTING TIME SHEET

Client Site: Asian Agri
 Manager Name: Yoke Boon

Employee Name: Erik Maingolan Yohanes
 Employee Number: INNCONJ086
 Month: 1-Nov-19 From: 1-Nov-19 To: 30-Nov-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	4		8	8	8	8	8			8	8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	8	4
OT Hrs																														
H-Holiday								H																						
AL-Annual Leave																														
S-Sick Leave																														
U-Unpaid Leave																														
C-Comp Off																														
W-Sat & Sun			W							W							W									W				
Total																														

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

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: 25

Total No. of Billable OT Hrs/Days: 30

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

Employee Signature: [Signature]

Date: November 30 2019

Supervisor Signature: [Signature]

Date: November 30 '19

Please Email This Form, Duly Signed To:

Attn: The HR Department

Notes:

** Leave Applications must be faxed with the Timesheets!