

## ACCOUNTING TIME SHEET

Client Site:  
Manager Name:

Asian Agri  
Yoke Boon

Employee Name:  
Employee Number:  
Month From:

Eirk Maingolan Yohanes  
INNCONLJK086  
1-Oct-19

To: 31-Oct-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	8	8	4		8	8	8	8	8	4		8	8	8	8	8	4		8	8	8	8	8	-		8	8	8	8
OT Hrs																															
H-Holiday																															
AL-Annual Leave																															
S-Sick Leave																															
U-Unpaid Leave																															
C-Comp Off																															
W-Sat & Sun						W							W							W							W				
Total																															

P/s 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:

26

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

Supervisor Signature

Date

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

Notes:

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