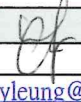


T-contract Staff Details			
Name of Staff	LAW Kam San, Alex		
Name of T-contractor	IT Solutions Ltd.		
Staff Category	Contract Analyst Programmer		
Department	Hong Kong Observatory	Post Unit	AP (A) 62
Timesheet Start Date	01-七月-2025	Timesheet End Date	31-七月-2025

Timesheet Certifying Officer			
Name	LEUNG Yan Yu, Christy	Signature	
Post title / Post Unit	SO (A) 62	Email	yyleung@hko.gov.hk
Commitment Ref. (if applicable)		Certified On	31-七月-2025

Timesheet Details						
Day	Chargeable Day (see Note 1)	Chargeable Hour (OT hours excluded) (see Note 2)	Non-Chargeable Day (see Note 3)			
			Training (See Note 4)	Vacation/Sick Leave	Saturday off/ Public Holiday	Others (see Note 5)
1	0.0	0.0	0.0	0.0	1.0	0.0
2	1.0	0.0	0.0	0.0	0.0	0.0
3	1.0	0.0	0.0	0.0	0.0	0.0
4	1.0	0.0	0.0	0.0	0.0	0.0
5	0.0	0.0	0.0	0.0	1.0	0.0
6	0.0	0.0	0.0	0.0	1.0	0.0
7	1.0	0.0	0.0	0.0	0.0	0.0
8	1.0	0.0	0.0	0.0	0.0	0.0
9	1.0	0.0	0.0	0.0	0.0	0.0
10	1.0	0.0	0.0	0.0	0.0	0.0
11	1.0	0.0	0.0	0.0	0.0	0.0
12	0.0	0.0	0.0	0.0	1.0	0.0
13	0.0	0.0	0.0	0.0	1.0	0.0
14	1.0	0.0	0.0	0.0	0.0	0.0
15	1.0	0.0	0.0	0.0	0.0	0.0
16	1.0	0.0	0.0	0.0	0.0	0.0
17	1.0	0.0	0.0	0.0	0.0	0.0
18	1.0	0.0	0.0	0.0	0.0	0.0
19	0.0	0.0	0.0	0.0	1.0	0.0
20	0.0	0.0	0.0	0.0	1.0	0.0
21	1.0	0.0	0.0	0.0	0.0	0.0
22	1.0	0.0	0.0	0.0	0.0	0.0
23	1.0	0.0	0.0	0.0	0.0	0.0
24	1.0	0.0	0.0	0.0	0.0	0.0
25	1.0	0.0	0.0	0.0	0.0	0.0
26	0.0	0.0	0.0	0.0	1.0	0.0
27	0.0	0.0	0.0	0.0	1.0	0.0
28	1.0	0.0	0.0	0.0	0.0	0.0
29	1.0	0.0	0.0	0.0	0.0	0.0
30	1.0	0.0	0.0	0.0	0.0	0.0
31	1.0	0.0	0.0	0.0	0.0	0.0

Total	22.0	0.0	
Total number of chargeable overtime hours		0.0	
Penalty charged for the months (To be filled by Timesheet Certifying Officer)	<div><input checked="" type="checkbox"/> N/A</div> <div><input type="checkbox"/> Resignation with no less than 1-month's notice but less than 2-months' notice (for CSPM, CPM, CSSA and CSA only)</div> <div><input type="checkbox"/> Resignation with less than 1-month's notice</div>		
Traveling Expenses (HKD), if any (Note 6)	0.00		
T-contract Staff's Remarks			
Timesheet Certifying Officer's Remarks			

Note 1: Chargeable day could be calculated on half-day basis, e.g. "0.5" day for a work day on Saturday (i.e. Saturday On).

Note 2: Fill in the hours of services rendered on regular work days/regular shift pattern/ Severe Weather which cannot be calculated in "Day" unit. Chargeable hours could be calculated in half-hour basis. "Overtime Hours" should NOT be included here. Please specify details in "T-contract Staff's Remarks" if services are charged by hours worked instead of days worked.

Note 3: Fill in details for non-chargeable day where no service fee is chargeable by the T-contractor.

Note 4: Refers to training (i) enrolled/arranged by T-contractor on the request of B/D or (ii) initiated by T-contractor with prior agreement of B/D. For training provided/arranged by B/D during office hour on its own cost, the time spent should be counted as chargeable service.

Note 5: Please specify the details in "T-contract Staff's Remarks" if number of day is entered in this column.

Note 6: For traveling expenses incurred on journeys by public land transport, other than normal home-office journey, for duty purposes with prior authorization by the supervising officer of the T-contract staff.