


<b>T-contract Staff Details</b>			
Name of Staff	CHEUNG Chi Keung		
Name of T-contractor	INFOTECH (HK) LIMITED		
Staff Category	CSA		
Department	Judiciary Hong Kong	Post Unit	ITO (T)
Timesheet Start Date	01-Jul-2019	Timesheet End Date	31-Jul-2019

<b>Timesheet Certifying Officer</b>			
Name	Boris CM Chan	Signature	
Post title / Post Unit	SM	Email	borismchan@judiciary.gov.hk
Commitment Ref. (if applicable)		Certified On	01 AUG 2019

<b>Timesheet Details</b>						
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				1.0	
2	1.0				0.0	
3	1.0				0.0	
4	1.0				0.0	
5	1.0				0.0	
6	0.0				1.0	
7	0.0				1.0	
8	1.0				0.0	
9	1.0				0.0	
10	1.0				0.0	
11	1.0				0.0	
12	1.0				0.0	
13	0.0				1.0	
14	0.0				1.0	
15	1.0				0.0	
16	1.0				0.0	
17	1.0				0.0	
18	1.0				0.0	
19	1.0				0.0	
20	0.0				1.0	
21	0.0				1.0	
22	0.0			1.0	0.0	
23	0.0			1.0	0.0	
24	1.0				0.0	
25	1.0				0.0	
26	1.0				0.0	
27	0.0				1.0	
28	0.0				1.0	
29	1.0				0.0	
30	1.0				0.0	
31	1.0				0.0	Typhoon
Total	20.0	0.0				
Total number of chargeable overtime hours		0.0				
Penalty charged for the months (To be filled by Timesheet Certifying Officer)		<input checked="" type="checkbox"/> N/A <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) <input type="checkbox"/> Resignation with less than 1-month's notice				
Traveling Expenses (HKD), if any (Note 6)		0.00				
T-contract Staff's Remarks		2019/07/31 Typhoon signal 8 13:40 - 18:00				
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

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.