

NITYO INFOTECH SERVICES LIMITED, HONGKONG



Transforming Business Intelligence

Client Site: Cardiff Taiwan
Manager Name: Pooja Malhotra

ACCOUNTING TIME SHEET

Employee Name: Anibal (YEH HONG CHUN)
Employee Number: 258467
Month: Feb From: Feb To: Feb

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
Work Hrs	8	8	Sat & Sat &	8	8	8	8	8	8	Sat & Sat &	8	8	8	8	H	H	Sat & Sat & H	H			8	8	8	Sat & Sat &	8	8	H	
OT Hrs																												
H-Holiday																												
L-Annual Leave																												
S-Sick Leave																												
U-Unpaid Leave																												
C-Comp Off																												
Sat & Sun																												
Total																												

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

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Total No. of Days Worked: 15
Total No. of Public Holiday: 5
Total No. of Billable OT Hrs/Days: 0

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

Employee Signature	Anibal Yeh	Date	2018/2/26
Supervisor Signature	Pooja Malhotra	Date	26-Feb-18
Notes:		Total Leave Eligibility	
		AL	
		ML	
		Balance Leaves	
		AL	
		ML	

** Leave Applications must be faxed with the Timesheets!

67495425

Please Fax This Form. Duly Signed To:
Attn: The HR Department