

NITYO INFOTECH SERVICES LIMITED, HONGKONG



Transforming Business Intelligence

ACCOUNTING TIME SHEET

Client Site: Cardif Taiwan
 Manager Name: Pooja Malhotra

Employee Name: Anibal(Yeh Hong Chun)
 Employee Number: 258467
 Month From: March To: March

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
	1	L	Sat &	Sat &	1	1	1	1	1	Sat &	Sat &	1	1	1	1	1	Sat &	Sat &	1	1	1	1	1	Sat &	Sat &	1	1	1	1	1	1
Work Hrs																															
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.																															

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: 22
 Total No. of Public Holiday: 8 Total No. of Billable OT Hrs/Days: 0

I CERTIFY THAT THE ABOVE IS A TRUE RECORD OF MY TIME FOR THIS PERIOD. (Leave on 2nd March and working on 31st Mar.)

Anibal
 Employee Signature Pooja Malhotra Date 2-Apr-18.
 Supervisor Signature _____ Date _____

Notes:	4/2 Take a annual leave. After that, balance would be 0.
Total Leave Eligibility	Balance Leaves
AL 1	AL 1
ML	ML

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

67495425

** Leave Applications must be faxed with the Timesheets!

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