

NITYO INFOTECH SERVICES LIMITED, HONGKONG



ACCOUNTING TIME SHEET

Transforming Business Intelligence

Client Site: Cardiff Taiwan
Manager Name: Pooja Malhotra

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

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
	Sat & L		5 H		H	H	Sat &	Sat &	8	0	0	0	0	Sat &	Sat &	0	0	0	0	0	Sat &	Sat &	0	0	0	0	Sat &	Sat &	
Work Hrs																													
OT Hrs																													
H-Holiday																													
L-Annual Leave																													
S-Sick Leave																													
U-Unpaid Leave																													
C-Comp Off																													
Sat & Sun																													
Total																													

Please 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: 1,625

Total No. of Public Holiday: 3

Total No. of Billable OT Hrs/Days: 0

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

Anibal

Employee Signature: Anibal Yeh Date: 2018/2/26

Supervisor Signature: Date: 67495425

Please Fax This Form, Duly Signed To:

Attn: The HR Department

*Pooja Malhotra (1.5 billable days)
9-Apr-18*

Notes:

According to previous signed timesheet, 3/31 is the remedy for 3/2 so there is still 1 annual leave left, added with the second full month, I have 2 annual leave. And I take a one day leave on 4/2 and a three hours leave on 4/3. So it left 0 last. If there is anything missed or I am wrong, please just correct me.

Dear Namrata, please let Kay know the agreement of the calculation of April had in the Whatsapp. Thank you so much.

Total Leave Eligibility	Balance Leaves
AL 2	AL 0.5
ML	ML

** Leave Applications must be faxed with the Timesheets!