

FORM C4

TIMESHEET



STAFF:		Javed Aziz			AGENT:		Exceed Information Technology		
Position:		Sr. Systems Analyst			Month/Year:		Jan 2024		
Div/Dept:		IT Business Solutions Division			SITE:		ADNOC HQ		
					A/c Code:		Not Applicable		

Hours					Hours				
Date	Day	Normal	Overtime	Total	Date	Day	Normal	Overtime	Total
1	Monday	PH	-	-	17	Wednesday	P	-	8
2	Tuesday	P	-	8	18	Thursday	P	-	8
3	Wednesday	P	-	8	19	Friday	P	-	8
4	Thursday	P	-	8	20	Saturday	S/S	-	-
5	Friday	P	-	8	21	Sunday	S/S	-	-
6	Saturday	S/S	-	-	22	Monday	P	-	8
7	Sunday	S/S	-	-	23	Tuesday	P	-	8
8	Monday	P	-	8	24	Wednesday	P	-	8
9	Tuesday	P	-	8	25	Thursday	P	-	8
10	Wednesday	P	-	8	26	Friday	P	-	8
11	Thursday	P	-	8	27	Saturday	S/S	-	-
12	Friday	P	-	8	28	Sunday	S/S	-	-
13	Saturday	S/S	-	-	29	Monday	P	-	8
14	Sunday	S/S	-	-	30	Tuesday	P	-	8
15	Monday	P	-	8	31	Wednesday	P	-	8
16	Tuesday	P	-	8	Total				176

Day: PH – Public Holiday, PL – Paid Leave, UL – Unpaid Leave, S/S – Weekly off on Saturday/Sunday, SL – Sick Leave, A-Absent, P – Present (for monthly staff)

Prepared By:	Endorsed By:	Approved By:
 Javed Aziz Sr. Systems Analyst	 Issa Qandil Dept. Manager / Head 05/02/2024	 Hamdan Abdulla Al Shkeili Vice President 05/02/2024
Date:	Date:	Date:

STAFF hereby certifies receipt of his/her respective monthly salary in full without any deductions.

STAFF Signature and Date	
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(COMPANY) ACCOUNTS PAYABLE DEPARTMENT ONLY	
Reviewed By	Approved By
Date:	Date: