FORM C4

TIMESHEET

ADNOC
أدنـــوك

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

Date	Day	Hours Normal	Hours Overtime	Hours Total	Date	Day	Hours Normal	Hours Overtime	Hours 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	Issa Qandil	Hamdan Abdulla Al Shkeili
Sr. Systems Analyst	*Dept. Manager / Head*	Vice President
Date:	Date:	Date:

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

STAFF Signature and Date	

(COMPANY) ACCOUNTS PAYABLE DEPARTMENT ONLY

Reviewed By	Approved By
Date:	Date: