

TIMESHEET

EMPLOYEE'S PARTICULARS						PROJECT PARTICULARS					
Name (as in I/C)		Lee Peiyi Sarah				Company's Name		Hitachi Energy Singapore			
D.O.B		1/10/1987				Contact Person					
My Tel No.		97311117				Contact No.		-			
My Email Address:		sarahlee117@gmail.com				Address		2 Ayer Rajah Crescent			
Yr	2024	Round up or down to nearest 15 mins			= End-Start-Break		Tick as Utilised			Remarks	
Mth	DEC	Time		Break	Hours Worked	OT Hrs	Paid Leave				Unpaid Leave
		Start	End	(hr)			PH	AL	MC		
D											
1											
2		8.30am	5.30pm	1	8.00						
3		8.30am	5.30pm	1	8.00						
4		8.30am	5.30pm	1	8.00						
5		8.30am	5.30pm	1	8.00						
6		8.30am	5.30pm	1	8.00						
7											
8											
9		8.30am	5.30pm	1	8.00						
10									√		
11		8.30am	5.30pm	1	8.00						
12		8.30am	5.30pm	1	8.00						
13		8.30am	5.30pm	1	8.00						
14											
15											
16		8.30am	5.30pm	1	8.00						
17		8.30am	5.30pm	1	8.00						
18		8.30am	5.30pm	1	8.00						
19		8.30am	5.30pm	1	8.00						
20		8.30am	5.30pm	1	8.00						
21											
22											
23		8.30am	5.30pm	1	8.00						
24		8.30am	1.30pm								X'mas Half day
25							√				Christmas
26		8.30am	5.30pm	1	8.00						
27		8.30am	5.30pm	1	8.00						
28											
29											
30		8.30am	5.30pm	1	8.00						
31		8.30am	1.30pm								New Year Half day

ACKNOWLEDGEMENT

This certifies that the total hours above have been satisfactorily worked and that payment will be made accordingly to JOBSTER Private Ltd.

Employee's Signature

Client's Approving Officer Signature/ Company Stamp

Sarah Lee

Date: 02 Jan 2025

Date:

Instructions to staff:

*Keep a copy of the endorsed timesheet for your own record.

*Payroll Submission Email: pay@jobster.com.sg.

Jobster

Coy Reg. No.: 200818951C. Agency No.: 06C5060

Add: 808 French Road, Kitchener Complex, #07-161 Singapore 200808 | Tel: +65 6871 8978

LEAVE APPLICATION FORM

Staff Details

Name (as per NRIC/Workpass):	Lee Peiyi Sarah
Contact number:	97311117
Company:	Hitachi Energy Singapore

LEAVE PERIOD

From (Day/ Month/ Year) (AM/PM)	10/Dec/24
To (Day/ Month/ Year) (AM/PM)	10/Dec/24
Total Number of Working Days	

Tick Accordingly

TYPE OF LEAVE

	Unpaid	Paid
1. Annual Paid	<input type="checkbox"/>	<input type="checkbox"/>
2. Outpatient Medical	<input type="checkbox"/>	Yes <input type="checkbox"/>
3. Hospitalisation Leave	<input type="checkbox"/>	<input type="checkbox"/>
4. Government Paid Childcare Leave	<input type="checkbox"/>	<input type="checkbox"/>
5. Reservist Training Leave		<input type="checkbox"/>
6. Off-In-Lieu (indicate grant reason)	<hr/>	
7. Others, please specify:	<hr/>	

* Attach support documents for medical & hospitalization leave (MC), Reservist Training (SAF100/NS call up notice) and Pro-Family leave (GP forms).

* Annual, Medical and Hospitalisation Leave taken during first 3 months of the contract will be tabulated as unpaid leave.

*Upon exceeding the leave entitlement, approved leave taken by staff will be tabulated as unpaid leave.

Leave Applicant's Signature

Date

SUPERVISOR'S Authorisation

Approved

Not Approved

Tick Accordingly

<input type="checkbox"/>
<input type="checkbox"/>

Name of Client's
Approving Officer & Designation

Signature

Client's Stamp/ Date

MEDICAL CERTIFICATE

MC No: MCJW018534

NAME: LEE PEIYI, SARAH

NRIC: S8729432C

This is to certify that the above patient name is Unfit for Duty for a period of 1 day(s)

from 10-12-2024 to 10-12-2024 inclusive.

Note:

This certificate is not valid for absence from court.

This certificate is electronically generated. No signature is required.

Tan Kheng Liang (M10593G)

09-12-2024

Issued By

Signature

Date



Date	Type of Claim eg. Medical, Mobile etc	Amount Incurred (\$)	Total Amount Claimable (\$)	Remarks
09-Dec-24	Medical	\$31.10	\$31.10	
03-Dec-24	Taxi	\$30.90	\$30.90	
TOTAL			\$62.00	

Date	Time of Trip Commencement	Particulars of Journey	Private Transport				Public Transport	Total Amount Claimable (\$)	Remarks
		eg. Office to ____/ ____ to Office	Distance Travelled (km)	Mileage Claim	Parking Fees	ERP Fees	Amount Incurred (\$)		
TOTAL								\$0.00	

Date	Time of Commencement		Total Amount Claimable (\$)	Remarks
	From	To		
TOTAL			\$0.00	

Name of Client's Approving Officer & Designation

Client's Signature/Stamp &
Date



NETSV022.E07
ONECARE CLINIC-JW
504 JW
#01-217
111922762000
020217
NETS PURCHASE
DBS BANK

09 DEC 2024 21:03:45
020217 777952 00
TOTAL: \$31.10

HMI ONE CARE CLINIC JURONG WEST
504 Jurong West Street 51 Hong Kah Court #01-217,
S(640504)
UEN No.: 201620556D
Tel: 65131475 | Fax: 65131476

TAX INVOICE

Invoice No. JW000021177
Invoice Date : 09-12-2024

Ref ID: OCJW01059

526, SINGAPORE, 600339

APPROVED



--- STEROID THERAPY (CORTICOSTEROID) 4MG TABLET
FOBANCORT CREAM (FUSIDIC
ACID/BETAMETHASONE) 5G
CONSULTATION WEEKDAY

	Quantity	UOM	Unit Price	DISC	Total Price
(OFEN)	10	Tablet	\$1.00		\$10.00
--- STEROID THERAPY (CORTICOSTEROID) 4MG TABLET	10	Tablet	\$0.35		\$3.50
FOBANCORT CREAM (FUSIDIC ACID/BETAMETHASONE) 5G	1	Tube	\$8.00		\$8.00
CONSULTATION WEEKDAY	1	EA	\$24.00		\$24.00
Subtotal:					\$45.50
9% GST:					\$4.10
Total:					\$49.60
Claim from CHAS:					\$18.50
Patient Total:					\$31.10
Amount Paid:					\$31.10

Receipt No.	Payment Date	Paid Amount	Payment Mode	Remark	Company
RT-OCJW039025	09-12-2024	\$31.10	NETS		

All cheques should be crossed & made payable to
"HMI ONECARE PTE. LTD."

For safety reasons, medications sold are non refundable and non exchangeable.

HMI
ONECARE CLINIC
JURONG WEST

504 Jurong West Street 51
#01-217, S 640504
T 6513 1475
F 6513 1476

HMI ONECARE PTE LTD UEN 201620556D



Fwd: Your trip with Gojek on Tuesday, 3 December 2024

From Sarah Lee <sarahlee117@gmail.com>
Date Fri 20-Dec-24 8:51 PM
To Sarah Lee Peiyi <sarah.lee-peiyi@hitachienergy.com>

Warning

This email comes from outside of Hitachi Energy. Make sure you **verify the sender** before clicking any links or downloading/opening attachments.
If this email looks suspicious, **report it** by clicking 'Report Phishing' button in Outlook.
See the SecureWay group in Yammer for more security information.

Taxi claim

Begin forwarded message:

From: Gojek Receipts <no-reply@invoicing.gojek.com>
Date: 3 December 2024 at 11:55:50 PM SGT
To: sarahlee117@gmail.com
Subject: **Your trip with Gojek on Tuesday, 3 December 2024**

Tuesday, 3 December 2024
Order ID: RB-193000-9016105

Hi Sarah,

Thanks for ordering Gojek

Total paid



S\$30.90

Payment details

Trip fare	S\$29.90
Payment transaction fee	S\$0.60
Driver fee	S\$0.80

Platform fee	S\$1.00
Discount	-S\$1.40
<hr/>	
Total payment	S\$30.90
Paid with card	S\$30.90

Trip details

Ong Sock Li SMK4894Z • Hyundai Elantra  Distance Distance 33.5 km  Trip Time Trip duration 32 mins	<input type="checkbox"/> Picked up on 3 December 2024 at 23:18 from Pasir Ris Pk Pasir Ris Pk, Singapore <input type="checkbox"/> Arrived on 3 December 2024 at 23:50 at 339 Jurong East Avenue 1 339 Jurong East Avenue 1, Singapore 600339
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This trip is insured. The total payment is the price paid when the order is completed. Additional fees such as tips given after the order is completed are not included in this receipt.

Connect with us





FW: Timesheet - Dec 2024

From Sarah Lee Peiyi <sarah.lee-peiyi@hitachienergy.com>

Date Fri 03-Jan-25 7:06 AM

To Jobster Singapore (Pay) <pay@jobster.com.sg>

 4 attachments (376 KB)

Jobster Payroll Forms (Dec 24).xlsx; Medical Certificate (10 Dec).pdf; Medical Claim (09 Dec).pdf; Fwd: Your trip with Gojek on Tuesday, 3 December 2024;

Hi All,

Please find attached timesheet, MC, medical and transport claim for Dec 2024.
Thank you.

Regards,
Sarah Lee
Service Coordinator

From: Senthilnathan Panneerselvam <senthilnathan.panneerselvam@hitachienergy.com>
Sent: Thursday, January 2, 2025 9:19 PM
To: Sarah Lee Peiyi <sarah.lee-peiyi@hitachienergy.com>
Subject: Re: Timesheet - Dec 2024

Approved

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From: Sarah Lee Peiyi <sarah.lee-peiyi@hitachienergy.com>
Sent: Thursday, January 2, 2025 6:26:21 PM
To: Senthilnathan Panneerselvam <senthilnathan.panneerselvam@hitachienergy.com>
Subject: Timesheet - Dec 2024

Dear Nathan,

Please refer attached timesheet, MC and medical claim for your approval.

Thank you.



Sarah Lee
Service Coordinator

2 Ayer Rajah Crescent
Singapore 139935, Singapore
E-mail: sarah.lee-peiyi@hitachienergy.com
www.hitachienergy.com



Advancing a sustainable
energy future for all

hitachienergy.com

