Application Reference No.: _____ (*to be filled by OSL/OGS*)

TIMESHEET
STUDENTS@PART-TIME WORK SCHEME

Instructions:

1. Ensure that you have submitted your application form and sought the necessary approval **before** commencing work.
2. After your supervisor(s) endorse(s) the timesheet, please log into CONCUR (https://www.concursolutions.com/nui/signin) and submit your timesheet online before the 15th of the following month. **Note**: Payment will be credited to the student's existing credit bank account, unless otherwise stated.
3. Students working for multiple departments are to combine the work done for each month in ONE timesheet. Students are to submit **separate** requests (via CONCUR) for each department that work has been done for using the **same** timesheet.
4. All students must adhere to the maximum number of working hours as well as the breaks stipulated in the Terms and Conditions.
   For more information please refer to: https://sutd.edu.sg/Campus-Life/Student-Life/Students@Part-Time-Work-Scheme

Name: Pham Trung Viet   **Student ID:** 1003589

Month and year: December 2020   **Contact No:** 90948597
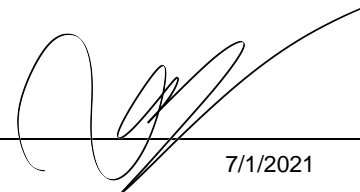
	Day	Date	Time In	Time Out	Break (No. of Hours)	Total Hrs Daily (After Deducting Break)	Sub–Total Hrs Worked Per Week Term - ≤ 16 Hrs Vacation - ≤ 36 Hrs	Term/ Vacation *Please delete accordingly	Job Position/ Department	Name of Supervisor	Supervisor's Signature and Date
Week 1	Mon						4	Term/ ~~Vacation~~			
	Tues										
	Wed	2/12/2020	9:00pm	11:00pm	0	2			50.004 UTA	Ernest Chong	
	Thurs										
	Fri	4/12/2020	3:30pm	5:30pm	0	2			50.004 UTA	Ernest Chong	
	Sat										
	Sun										
Week 2	Mon							Term/ ~~Vacation~~			
	Tues										
	Wed										
	Thurs										
	Fri										
	Sat										
	Sun										
Week 3	Mon						8	Term/ ~~Vacation~~			
	Tues										
	Wed										
	Thurs										
	Fri										
	Sat	19/12/2020	7:00pm	11:00pm	0	4			50.004 UTA	Ernest Chong	
	Sun	20/12/2020	7:00pm	11:00pm	0	4			50.004 UTA	Ernest Chong	

	Day	Date	Time In	Time Out	Break (No. of Hours)	Total Hrs Daily (After Deducting Break)	Sub–Total Hrs Worked Per Week Term - ≤ 16 Hrs Vacation - ≤ 36 Hrs	Term/ Vacation *Please delete accordingly	Job Position/ Department	Name of Supervisor	Supervisor's Signature and Date
Week 4	Mon	21/12/2020	10:30am	4:30pm	2	4			50.004 UTA	Ernest Chong	
	Tues	22/12/2020	10:00am	4:00pm	2	4			50.004 UTA	Ernest Chong	
	Wed	23/12/2020	1:00pm	5:00pm	0	4			50.004 UTA	Ernest Chong	
	Thurs	24/12/2020	10:00am	5:30pm	2	5.5	31	Term/ ~~Vacation~~	50.004 UTA	Ernest Chong	
	Fri	25/12/2020	4:00pm	12:00pm	1	5.5			50.004 UTA	Ernest Chong	
	Sat	26/12/2020	10:00am	12:00pm	4	8			50.004 UTA	Ernest Chong	
	Sun										
Week 5	Mon										
	Tues										
	Wed							Term/ Vacation			
	Thurs										
	Fri										
	Sat										
	Sun										

Grand Total	43	**Hrs**	@$10/~~15~~per hr	**S$**	430

DECLARATION (Please tick the boxes accordingly)

☐ **I have read and understood the Terms & Conditions of the SUTD Students@Part-Time Work Scheme.**

☐ **I am not serving any form of Internships.**

☐ **I have not been granted Leave of Absence.**

Name of Student: _____Pham Trung Viet_____

Signature/ Date: _____

7/1/2021

APPROVAL BY DEPARTMENT

IMPORTANT: Please select Student@Part-Time under the Project/Club tab in CONCUR

Project/ Club	Department	Total No of hrs worked	Total amount S$	Payment Details (Charge Code)						Name and signature of department staff indicating payment details
				Company	Fund Type	Cost Center	Budget Center/ PA Project	GL Project/ Task	GL Account	
Student@Part-Time									726403	