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:** _____  **Student ID:** _____
**Month and year:** _____  **Contact No:** _____

| | 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 | | | | | | | | | | |
| | Tues | | | | | | | | | | |
| | Wed | | | | | | | Term/ Vacation | | | |
| | Thurs | | | | | | | | | | |
| | Fri | | | | | | | | | | |
| | Sat | | | | | | | | | | |
| | Sun | | | | | | | | | | |
| **Week 2** | Mon | | | | | | | | | | |
| | Tues | | | | | | | | | | |
| | Wed | | | | | | | Term/ Vacation | | | |
| | Thurs | | | | | | | | | | |
| | Fri | | | | | | | | | | |
| | Sat | | | | | | | | | | |
| | Sun | | | | | | | | | | |
| **Week 3** | Mon | | | | | | | | | | |
| | Tues | | | | | | | | | | |
| | Wed | | | | | | | Term/ Vacation | | | |
| | Thurs | | | | | | | | | | |
| | Fri | | | | | | | | | | |
| | Sat | | | | | | | | | | |
| | Sun | | | | | | | | | | |

| | 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 | | | | | | | | | | |
| | Tues | | | | | | | | | | |
| | Wed | | | | | | | Term/ Vacation | | | |
| | Thurs | | | | | | | | | | |
| | Fri | | | | | | | | | | |
| | Sat | | | | | | | | | | |
| | Sun | | | | | | | | | | |
| **Week 5** | Mon | | | | | | | | | | |
| | Tues | | | | | | | | | | |
| | Wed | | | | | | | Term/ Vacation | | | |
| | Thurs | | | | | | | | | | |
| | Fri | | | | | | | | | | |
| | Sat | | | | | | | | | | |
| | Sun | | | | | | | | | | |
| | | | | | **Grand Total** | | **Hrs** | @$10/15per hr | S$ | | |

**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: _____     Signature/ Date: _____

**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** | |
| | | | | | | | | | | |