

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
 Month and year: September 2020

Student ID: 1003589
 Contact No: 88362971

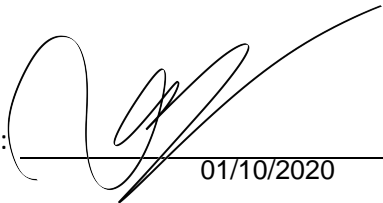
	Day	Date	Time In	Time Out	Break (No. of Hours)	Total Hrs Daily (After Deducting Break)	Sub-Total Hrs Worked Per Week Term - ≤ 16 Hrs Vacation - ≤ 36 Hrs	Term/ Vacation *Please delete accordingly	Job Position/ Department	Name of Supervisor	Supervisor's Signature and Date
Week 1	Mon						5	Term/ Vacation			
	Tues	15/09/2020	730pm	9:00pm	0	1.5			50.004 UTA	Ernest Chong	
	Wed	16/09/2020	730pm	8:30pm	0	1			50.004 UTA	Ernest Chong	
	Thurs										
	Fri	18/09/2020	3:30pm	6:00pm	0	2.5			50.004 UTA	Ernest Chong	
	Sat										
	Sun										Oct 7, 2020
Week 2	Mon	21/09/2020	8:00pm	10:00pm	0	2	10	Term/ Vacation	50.004 UTA	Ernest Chong	
	Tues	22/09/2020	7:00pm	9:00pm	0	2			50.004 UTA	Ernest Chong	
	Wed	23/09/2020	9:00pm	12:00pm	0	3			50.004 UTA	Ernest Chong	
	Thurs	24/09/2020	9:00am	10:00am	0	1			50.004 UTA	Ernest Chong	
	Fri	25/09/2020	4:00pm	5:30pm	0	1.5			50.004 UTA	Ernest Chong	
	Sat										
	Sun	27/09/2020	2:00pm	2:30pm	0	0.5			50.004 UTA	Ernest Chong	Oct 7, 2020
Week 3	Mon	28/09/2020	3:00pm	4:00pm	0	1	3	Term/ Vacation	50.004 UTA	Ernest Chong	
	Tues										Oct 7, 2020
	Wed	30/09/2020	5:00pm	7:00pm	0	2			50.004 UTA	Ernest Chong	
	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							Term/ Vacation			
	Tues										
	Wed										
	Thurs										
	Fri										
	Sat										
	Sun										
Week 5	Mon							Term/ Vacation			
	Tues										
	Wed										
	Thurs										
	Fri										
	Sat										
	Sun										
Grand Total							- 18 Hrs	@\$10/ 15 per hr	S\$ 180		

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:  01/10/2020

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	ISTD	18	180.00	01	OPE	IS01	IS		726403	Irma Bte Jumahat
										8 Oct 20 