

## 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:** \_\_\_\_\_ October 2020

**Student ID:** \_\_\_\_\_ 1003589  
**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						9	<del>Term/ Vacation</del>			
	Tues										
	Wed										
	Thurs	01/10/2020	9:00 am	12:00 pm	0	3			50.004 UTA	Ernest Chong	11 Nov 20
	Fri	02/10/2020	7:00pm	9:00 pm	0	2			50.004 UTA	Ernest Chong	
	Sat	03/10/2020	3:00pm	5:00 pm	0	2			50.004 UTA	Ernest Chong	
	Sun	04/10/2020	1:00pm	3:00 pm	0	2			50.004 UTA	Ernest Chong	
Week 2	Mon	05/10/2020	4:00 pm	5:30 pm	0	1.5	8	<del>Term/ Vacation</del>	50.004 UTA	Ernest Chong	
	Tues	06/10/2020	5:00 pm	7:00 pm	0	2			50.004 UTA	Ernest Chong	
	Wed										
	Thurs	08/10/2020	9:00 am	11:00 am	0	2			50.004 UTA	Ernest Chong	
	Fri	09/10/2020	3:30 pm	6:00 pm	0	2.5			50.004 UTA	Ernest Chong	
	Sat										
	Sun										11 Nov 20
Week 3	Mon	12/10/2020	3:00 pm	4:30 pm	0	1.5	7	<del>Term/ Vacation</del>	50.004 UTA	Ernest Chong	
	Tues	13/10/2020	7:00 pm	9:00 pm	0	2			50.004 UTA	Ernest Chong	
	Wed										
	Thurs										
	Fri	16/10/2020	3:30 pm	5:00 pm	0	1.5			50.004 UTA	Ernest Chong	
	Sat	17/10/2020	1:30 pm	3:30 pm	0	2			50.004 UTA	Ernest Chong	
	Sun										11 Nov 20

	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						10	Term/ Vacation			
	Tues	13/10/2020	1:00 pm	4:00 pm	0	3			50.004 UTA	Ernest Chong	
	Wed	14/10/2020	3:00 pm	5:00 pm	0	2			50.004 UTA	Ernest Chong	
	Thurs	15/10/2020	7:00 pm	10:00 pm	0	3			50.004 UTA	Ernest Chong	
	Fri	16/10/2020	3:30 pm	5:30 pm	0	2			50.004 UTA	Ernest Chong	
	Sat										
	Sun										11 Nov 20
Week 5	Mon						5	Term/ Vacation			
	Tues	20/10/2020	2:00 pm	3:30 pm	0	1.5			50.004 UTA	Ernest Chong	
	Wed										
	Thurs	22/10/2020	7:30 pm	9:30 pm	0	2			50.004 UTA	Ernest Chong	
	Fri	23/10/2020	3:30 pm	5:00 pm	0	1.5			50.004 UTA	Ernest Chong	
	Sat										
	Sun										11 Nov 20
Grand Total							39 Hrs	@\$10/15 per hr	S\$ 390		

**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:  05/11/2020

**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	39	390.00	01	OPE	IS01	IS	000000000	726403	Irma Bte Jumahat
										11 Nov 20
										