

MONTHLY TIMESHEET (UPDATED TEMPLATE 2018)

MONTH (MM/YYYY): Mar
NAME (English name, Legal name): Chung Wai Man
CLIENT/ COMPANY: HSBC

Date of the Month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Regular Work Day (0.5 / 1.0)	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0		
Leave day and Leave Code *																														PH	
OT hours worked (where applicable)																															
Remarks																															

IMPORTANT REMINDERS

- * DO NOT LEAVE any WEEKDAY as BLANK
- * NON-WORKING WEEKENDS can be blank

* LEAVE CODES

AL	Paid Annual Leave (e.g. 0.5 AL / 1 AL)
SL	Sick Leave (e.g. 0.5 SL / 1 SL)
PH	Public Holiday
CL	Compensation leave (e.g. 0.5 CL / 1 CL)
Core	Core Leave

NPL	No Pay Leave (e.g. 0.5 NPL / 1 NPL)
ML/ PL	Maternity Leave/ Paternity Leave
OTH	Others, need to specify in remarks

Total days worked:

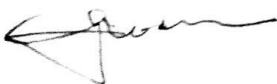
21.0

Total PAID OT hours:

0.0

(Leave as blank if not entitle to OT pay)

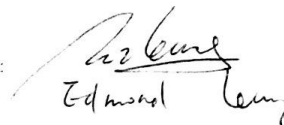
Signed by Contractor



Date signed

29/03/2018

Signed by Client:



Client Name:

Date signed: 29/03/2018

I (the client) accept by signature of this Timesheet that the time shown are correct and accept the invoice based on this information