

<b>T-contract Staff Details</b>			
Name of Staff			
Name of T-contractor			
Staff Category			
Department		Post Unit	
Timesheet Start Date		Timesheet End Date	

<b>Timesheet Certifying Officer</b>			
Name		Signature	
Designation		Email	
Commitment Ref.(if applicable)		Certified On	

Timesheet Details				
Day	Chargeable Day (see Note 1)	Chargeable Hour (OT hours excluded) (see Note 2)	Training (See Note 4)	Non-Chargeable Vacation/Sick Leave
1	0.0	0.0	0.0	0.0
2	0.0	0.0	0.0	0.0
3	0.0	0.0	0.0	0.0
4	0.0	0.0	0.0	0.0
5	0.0	0.0	0.0	0.0
6	0.0	0.0	0.0	0.0
7	0.0	0.0	0.0	0.0
8	0.0	0.0	0.0	0.0
9	0.0	0.0	0.0	0.0
10	0.0	0.0	0.0	0.0
11	0.0	0.0	0.0	0.0
12	0.0	0.0	0.0	0.0
13	0.0	0.0	0.0	0.0
14	0.0	0.0	0.0	0.0
15	0.0	0.0	0.0	0.0
16	0.0	0.0	0.0	0.0
17	0.0	0.0	0.0	0.0
18	0.0	0.0	0.0	0.0
19	0.0	0.0	0.0	0.0
20	0.0	0.0	0.0	0.0
21	0.0	0.0	0.0	0.0
22	0.0	0.0	0.0	0.0
23	0.0	0.0	0.0	0.0
24	0.0	0.0	0.0	0.0
25	0.0	0.0	0.0	0.0
26	0.0	0.0	0.0	0.0
27	0.0	0.0	0.0	0.0
28	0.0	0.0	0.0	0.0
29	0.0	0.0	0.0	0.0
30	0.0	0.0	0.0	0.0
31	0.0	0.0	0.0	0.0
Total	0.0	0.0		
Total number of chargeable overtime hours		0.0		

Penalty charged for the months (To be filled by Timesheet Certifying Officer)	<input type="checkbox"/> N/A <input type="checkbox"/> Resignation with no less than 1-month's notice but less than 2-month's notice (and CSA only) <input type="checkbox"/> Resignation with less than 1-month's notice
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Traveling Expenses (HKD), if any (Note 6)	0.00
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T-contract Staff's Remarks	
Timesheet Certifying Officer's Remarks	

**Note 1:** Chargeable day could be calculated on half-day basis, e.g. "0.5" day for a work day on Saturday (i.e. Saturday On).

**Note 2:** Fill in the hours of services rendered on regular work days/regular shift pattern/ Severe Weather which cannot be calculated in "Day" on hour basis. "Overtime Hours" should NOT be included here. Please specify details in "T-contract Staff's Remarks" if services are charged on overtime basis.

**Note 3:** Fill in details for non-chargeable day where no service fee is chargeable by the T-contractor.

**Note 4:** Refers to training (i) enrolled/arranged by T-contractor on the request of B/D or (ii) initiated by T-contractor with prior agreement of during office hour on its own cost, the time spent should be counted as chargeable service.

**Note 5:** Please specify the details in "T-contract Staff's Remarks" if number of day is entered in this column.

**Note 6:** For traveling expenses incurred on journeys by public land transport, other than normal home-office journey, for duty purposes with prior approval of T-contract staff.

(T26 - Timesheet, Feb 2019)

