

## T-contract Staff Timesheet

T-contract Staff Details			
Name of Staff	Chung Wai Man		
Name of T-contractor	Seamatch Asia Limited		
Staff Category	CAP/CSA		
Department	ArchSD	Post Unit	TS3
Timesheet Start Date	01-Jun-2023	Timesheet End Date	30-Jun-2023

Timesheet Certifying Officer			
Signature		Name	Mr Anthony WONG
Designation	PSM/TS33	Email	wongyf3@archsd.gov.hk
Commitment Ref.(if applicable)		Certified On	

Timesheet Details					
Day	Chargeable Day (see Note 1)	Chargeable Hour (OT hours excluded) (see Note 2)	Non-Chargeable Day (see Note 3)		
			Training (See Note 4)	Vacation/Sick Leave	Saturday Public Holiday
1	1.0	0.0	0.0	0.0	0.0
2	1.0	0.0	0.0	0.0	0.0
3	0.0	0.0	0.0	0.0	0.0
4	0.0	0.0	0.0	0.0	0.0
5	1.0	0.0	0.0	0.0	0.0
6	1.0	0.0	0.0	0.0	0.0
7	1.0	0.0	0.0	0.0	0.0
8	1.0	0.0	0.0	0.0	0.0
9	1.0	0.0	0.0	0.0	0.0
10	0.0	0.0	0.0	0.0	0.0
11	0.0	0.0	0.0	0.0	0.0
12	1.0	0.0	0.0	0.0	0.0
13	1.0	0.0	0.0	0.0	0.0
14	1.0	0.0	0.0	0.0	0.0
15	1.0	0.0	0.0	0.0	0.0
16	1.0	0.0	0.0	0.0	0.0
17	0.0	0.0	0.0	0.0	0.0
18	0.0	0.0	0.0	0.0	0.0
19	1.0	0.0	0.0	0.0	0.0
20	1.0	0.0	0.0	0.0	0.0
21	1.0	0.0	0.0	0.0	0.0
22	1.0	0.0	0.0	0.0	0.0
23	1.0	0.0	0.0	0.0	0.0
24	0.0	0.0	0.0	0.0	0.0
25	0.0	0.0	0.0	0.0	0.0
26	1.0	0.0	0.0	0.0	0.0
27	1.0	0.0	0.0	0.0	0.0
28	1.0	0.0	0.0	0.0	0.0
29	1.0	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)	N/A  Resignation with no less than 1-month's notice but less than CPM, CSSA and CSA only)  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	
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Timesheet Certifying Officer's Remarks	
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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" calculated in half-hour basis. "Overtime Hours" should NOT be included here. Please specify details in "T-contract Staff's Remarks" worked instead of days worked.

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 provided/arranged by B/D 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 principal officer of the T-contract staff.



