

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 | | Timesheet End Date | |

| 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 off/ 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 |
| 30 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| | | | | | |
| Total | 0.0 | 0.0 | | | |
| Total number of chargeable overtime hours | | 0.0 | | | |

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| 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 2-month's notice (for CSPM, 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" basis. "Overtime Hours" should NOT be included here. Please specify details in "T-contract Staff's Remarks" if services are charged by hours 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 of B/D. If training 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 prior approval by the supervising officer of the T-contract staff.

