

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

Timesheet Certifying Officer			
Signature		Name	
Designation		Email	
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
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)		N/A Resignation with no less than 1-month's notice but 1 month's notice (for CSPM, CPM, CSSA and CSA only) Resignation with less than 1-month's notice		
Traveling Expenses (HKD), if any (Note 6)		0.00		

[illegible]

but less than 2-months' notice

T-contract Staff's Remarks	
Timesheet Certifying Officer's Remarks	
<i>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).</i>	
<i>Note 2: Fill in the hours of services rendered on regular work days/regular shift pattern/ Severe Weather which cannot be charged. Chargeable hours could be calculated in half-hour basis. "Overtime Hours" should NOT be included here. Please specify in "T-contract Staff's Remarks" if services are charged by hours worked instead of days worked.</i>	
<i>Note 3: Fill in details for non-chargeable day where no service fee is chargeable by the T-contractor.</i>	
<i>Note 4: Refers to training (i) enrolled/arranged by T-contractor on the request of B/D or (ii) initiated by T-contractor with training provided/arranged by B/D during office hour on its own cost, the time spent should be counted as chargeable.</i>	
<i>Note 5: Please specify the details in "T-contract Staff's Remarks" if number of day is entered in this column.</i>	
<i>Note 6: For traveling expenses incurred on journeys by public land transport, other than normal home-office journey, for duty authorization by the supervising officer of the T-contract staff.</i>	

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nnot be calculated in "Day" unit.
ase specify details in "T-contract

ractor with prior agreement of B/D. For
chargeable service.

y, for duty purposes with prior