|  |  |
| --- | --- |
| EMPLOYEE NAME: | CUSTOMER NAME: **UOB, Singapore** |
| MONTH: **May 2018** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Working Hours** | **Overtime Hours** | **Total Hours** | **Remarks** |
| 01-05-2018 | NA | NA | NA | Labour Day (Holiday) |
| 02-05-2018 |  |  |  |  |
| 03-05-2018 |  |  |  |  |
| 04-05-2018 |  |  |  |  |
| 05-05-2018 |  |  |  | Saturday |
| 06-05-2018 |  |  |  | Sunday |
| 07-05-2018 |  |  |  |  |
| 08-05-2018 |  |  |  |  |
| 09-05-2018 |  |  |  |  |
| 10-05-2018 |  |  |  |  |
| 11-05-2018 |  |  |  |  |
| 12-05-2018 |  |  |  | Saturday |
| 13-05-2018 |  |  |  | Sunday |
| 14-05-2018 |  |  |  |  |
| 15-05-2018 |  |  |  |  |
| 16-05-2018 |  |  |  |  |
| 17-05-2018 |  |  |  |  |
| 18-05-2018 |  |  |  |  |
| 19-05-2018 |  |  |  | Saturday |
| 20-05-2018 |  |  |  | Sunday |
| 21-05-2018 |  |  |  |  |
| 22-05-2018 |  |  |  |  |
| 23-05-2018 |  |  |  |  |
| 24-05-2018 |  |  |  |  |
| 25-05-2018 |  |  |  |  |
| 26-05-2018 |  |  |  | Saturday |
| 27-05-2018 |  |  |  | Sunday |
| 28-05-2018 |  |  |  |  |
| 29-05-2018 |  |  |  |  |
| 30-05-2018 |  |  |  |  |
| 31-05-2018 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature and Date** | **Remarks** |
| Employee |  |  |  |
| HCL Approving Manager |  |  |  |
| UOB Approving Manager |  |  |  |

Remarks for current month billing: Fully billable