

Manual Monthly Time Sheet



Name:	AARTI SAWANT	PPT. No.:	W3173309	Project No:	LTA 127	From:	1-Oct-25	
Designation:	SECRETARY	B. No.:	211149	Location:	ABU DHABI	To:	31-Oct-25	Date: 20-Oct-25

Job Code	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	Total (Hrs)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Normal Hours	9	9	9	W	W	9	9	9	9	9	W	W	9	9	9	9	9	W	W	AL	AL	AL	AL	AL	W	W	AL	AL	AL	AL	AL	117
Fixed Over Time (Restricted to those contratually eligible for FOT)																																
Current Month OT (Restricted to Weekends & public Holidays Only)																																
Previous Month OT																																

Employee Signature	
Name:	AARTI SAWANT
Designation:	SECRETARY
Signature:	
Date	

Project Approval	
Name:	NAWAF M. KHOJA
Designation:	Business Administrator
Signature:	
Date	

In order to easily read your Time Sheet, please use as follows;

Time Sheet Legend
P/8 - Normal contract hours are 8
P/10 - Normal contract hours are 10
W - Week-end
H - National Holiday
AL Annual Leave
RR Rest & Recreation
SL Sick Leave
CL Compassionate Leave
UL Unpaid Leave

For Junior Staff Only		
Contractual Hrs		Remarks
Normal	FOT	
8	2	Use FOT row to enter FOT hours. Use OT row for weekends & PH up to max. of 10 hours
8	0	Use OT row to enter max 2 hours OT during workweek and up to max. of 10 hours on weekends & PH
10	0	No FOT or OT entries allowed during workweek. Up to max 10 hours allowed on weekends & PH