



# Manual Monthly Time Sheet



Name:	<b>ABID IRFAN</b>							PPT. No.:							Project No:							From: <b>01 Oct 2025</b>									
Designation:	<b>HSE OFFICER</b>							B. No.:							Location: <b>H&amp;G PROJECT PKG 1 - GOP</b>							To: <b>31 Oct 2025</b>							Date: <b>22-Oct-25</b>		
Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Total (Hrs)																															
Job Code	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
Normal Hours	10	10	10	10	5	10	10	10	10	10	10	5	10	10	10	10	10	10	5	10	10	10	10	10	10	5	10	10	10	290	
Fixed Over Time ( Restricted to those contractually eligible for FOT )																															0
Current Month OT (Restricted to Weekends & public Holidays Only)																															0
Previous Month OT																															0

<b>Employee Signature</b>	
Name:	<b>ABID IRFAN</b>
Signature:	
Date	<b>22-Oct-25</b>

<b>Manager / Admin</b>	
Name:	<b>ANDREA SODDE</b>
Signature	
Date	0462C11DBAD5453...

<b>Project Approval</b>	
Name:	Signed by:
Signature:	
Date	8F4BCE1E6D0C4F3...

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	



# Manual Monthly Time Sheet



Name: <b>ABID IRFAN</b>							PPT. No.: <b>N.UG0103</b>						Project No: <b>H&amp;G PROJECT PKG 1- GOP</b>						From:	<b>26</b>	<b>Sep</b>	<b>2025</b>									
Designation: <b>HSE OFFICER</b>							B. No.: <b>N.UG0103</b>						Location: <b>H&amp;G PROJECT PKG 1- GOP</b>						To:	<b>30</b>	<b>Oct</b>	<b>2025</b>	Date: <b>22-Oct-25</b>								
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	Sat	Sun	Mon	Tue	Sat	
Job Code	<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	Total (Hrs)
Normal Hours																															45
Fixed Over Time ( Restricted to those contractually eligible for FOT )																															0
Current Month OT (Restricted to Weekends & public Holidays Only)																															0
Previous Month OT																															0

Employee Signature
Name: <b>ABID IRFAN</b>
Signature:
Date <b>22-Oct-25</b>

Manager / Admin
Name: <b>ANDREA SODDE</b>
Signature  DocuSigned by: <b>Andrea Sodde</b>
Date <b>0462C11DBAD5453...</b>

Project Approval
Name: <b>Severino R Dixon</b>
Signature  Signed by: <b>Severino R Dixon</b>
Date <b>6F4BCE1E0D0C4F3...</b>

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	