XXX Company

To: HR Department

TIME SHEET FOR PART TIME STAFF

Reference no.:

Name : _____ Month : _____

ID Card No. : _____ Contact Tel. No. : _____

Address : _____

Bank Name : _____ Bank A/C No. : _____

Date	Time	No. of hours	Job Description	Hourly Rate $	Charge To	Dept Head Approval
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For A/Cs Dept. use only
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XX Dept :
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XX Dept :
XX Dept :
XX Dept :

Cheque Rec'd By : _____