

1. WEEKLY TIME CARD			(Section 1 to be filled by Employee)		
Project Name	Contract No	Reference No			
Project Code	Period From	Period To			
Employee Name	Designation	Employee Number			
Department	Supervisor	Phone Number			

2. WEEKLY BREAKDOWN															(Section 2 to be filled by Employee)	
#	PROJECT NAME AREA/ PHASE	MON		TUE		WED		THU		FRI		SAT (Weekend)		SUN (Weekend)		
		REG	OVT	REG	OVT	REG	OVT	REG	OVT	REG	OVT	REG	OVT	REG	OVT	
1	Phase 1	4	2	4		8	1									
2	Phase 2	4		4	2											
3	Phase 3							8	4							
4	Vacation (Paid)									8	0					
5	Vacation (Unpaid)															
6	National Holiday											0	0	10	2	
7	Training															
8	Business Travel															
9	Sick Leave															
	SUBTOTALS	8	2	8	2	8	1	8	4	8	0	0	0	10	2	

3. SUMMARY		(Section 3 to be filled by Timekeeper/ Admn)
1	WEEKDAYS - REGULAR HOURS	40
2	WEEKDAYS - OVERTIME	9
3	WEEKENDS - REGULAR HOURS	10
4	WEEKENDS - OVERTIME	2
	TOTAL HOURS	61

Prepared By Name Signature Date
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Reviewed By Name Signature Date
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Approved By Name Signature Date
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