



INFOTECH SERVICES (HONG KONG) LIMITED

CONTRACT STAFF TIME SHEET

For the Month of :
 Client Company Name :
 Staff Name :
 Staff HKID No :
 Category/Position :

Date	ACTIVITIES (Man-day)							
	Regular Work	Training	Public Holiday	Annual Leave	Sick Leave	Over Time	Others	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Date	ACTIVITIES (Man-day)							
	Regular Work	Training	Public Holiday	Annual Leave	Sick Leave	Over Time	Others	Total
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total								

Total number of work days :
Total number of overtime work hours :

Approved By :

 Name :
 Designation :
 Date :