

BRAVO Personnel Consultancy Limited

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Time Sheet for Temporary Staff at :

For the month () year ()

Post: _____

Section/Office: _____

Date (日期) (dd / mm / yy)	Normal Working Hours 正常工作時數				Overtime (以每工作滿半小時計算)			
	AM (早上)		PM (下午)		Daily Hours	(Record the nearest completed half-hour)		
	From	To	From	To		From	To	Daily Hours
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								
9th								
10th								
11th								
12th								
13th								
14th								
15th								
16th								
17th								
18th								
19th								
20th								
21st								
22nd								
23rd								
24th								
25th								
26th								
27th								
28th								
29th								
30th								
31st								
Month: _____ (please fill the current month)					Total days worked			Total overtime hours worked

CERTIFIED CORRECT

Signature: _____

Employee Signature: _____

Name of Supervisor: _____
(Full Name in Block Letters)

Name of Employee: _____
(Full Name in Block Letters)

Title: _____

Date: _____

Date: _____

Very Important Note:

- (1) This timesheet must reach Bravo Personnel Consultancy Ltd on the last day of each month or the last employment day.
- (2) You must state clear the type of your leave: Day Off / Holiday / Sick Leave / Annual Leave / No Pay Leave.