

MONTHLY TIMESHEET

Month: _____

	Date	Time in	Time out	Reimbursement	Allowance	Remarks
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
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Monday						
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Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Approved By

Candidate Name: _____

Client Name: _____

NRIC /FIN No: _____

Manager Name: _____

Date: _____

Date: _____

Signature: _____

Manager Signature: _____

IMPORTANT NOTES TO CANDIDATE:
Please record hours identifying all main breaks.

IMPORTANT NOTES TO CLIENT:
The signatory approval contained hereunder certifies that the hours recorded are correct, that the work has performed satisfactorily and that payments will be paid within the specified terms. The client also agrees to adhere to all terms and conditions of business that are contained in the Terms and Conditions of Business/Agreement/Engagement signed by the client.

INSTRUCTIONS:

1. Enter the Date in DD-MM-YYYY format
I.e. 01-08-2014
2. Enter Time In & Time Out in Time Format
I.e. Time In as 8:30am or Time Out as 6:00pm
3. For Absence, use the code given below
I.e. MC – Sick Leave
AL – Annual Leave
UPL – Unpaid Leave
PH – Public Holiday

If no code is available, update the description in the “**Reimbursement / Allowance / Remarks**” Column.

4. Ensure all timesheets are duly signed by all line managers or authorized personnel before submitting to Morgan Mckinley for Payments
5. Enter Reimbursement and other Payments under “**Reimbursement / Allowance / Remarks**” Column. All Payments must have receipts attached when submitting for payments unless otherwise instructed by Morgan Mckinley.
6. Incomplete timesheets will be subjected to subsequent verification and may result in a delay in the payments.
7. Please notify your Morgan Mckinley Consultant immediately of any change in your personal particulars (e.g. Home & Mailing Address, Contact Number, Marital Status, etc.) or other related information (e.g. Bank Details).