TIME CARD – TECHNO SERVICE

Company address	
Department	
Job content	
Name	Organization unit

Year	Month	Month 1st/2nd half	Job number	Staff code
20				6

↑Fill 1 for the 1st half(1st to 15th) Fill 2 for the 2nd half (16th to end of the month)
↓1- Working day 2- Worked day off 3-Absence

Date		Weekday	Classification	Work start time	Work finish time	Break time from 05:00 to 22:00	Night break time 22:00 to 05:00	Company confirmation
1	16							
2	17							
3	18							
4	19							
5	20							
6	21							
7	22							
8	23							
9	24							
10	25							
11	26							
12	27							
13	28							
14	29							
15	30							
	31							

Date		Weekday	Classification	Work start time	Work finish time	Day break time	Night break time	Confirmation

- Your time card will be scanned and your salary will be computed based upon the time sheet automatically, write it correctly and readable.
- Ask your job agent the procedures about your time sheet the handling differs from company to company.
- Use 2 sheets a month, divided in the first half 1st to 15th, and second half 16th to end of the month