Appendix II-C

HONG KONG BAPTIST UNIVERSITY
TIME RECORD SHEET FOR STUDENT/TEMPORARY HELPER EMPLOYMENT

FOR THE PERIOD FROM 15th TO 14th

Department: MUS **Funding A/C:** _____

Helper's Name: _____ **Student ID:** _____ (if applicable) **HKID NO.:** _____

Amount to Claim:

Date	Time Worked		Equivalent No. of Hrs	No. of Hrs Excluded	No. of Hours/day	Signed by Student	Certified by Staff	Remarks
	From	To						

Total Hrs. _____ **Hourly Rate**

Sub-Total (I) : _____

Cash Allowance (II) : _____

Total (I) + (II) : _____

Prepared By: _____ **Checked By:** _____ **Approved By:** _____

Budget Controller