

# Timesheet Form

Submission Procedure → Scan (PDF) → Email : [timesheet@aia.edu.sg](mailto:timesheet@aia.edu.sg) CC [training@aia.edu.sg](mailto:training@aia.edu.sg)

Employee Name		
NRIC/FIN No		Batch No.:
Client/Job Site		
Month / Year		

No.	Day	Date	Time In	Time Out	No. Breaks Hrs	Total Normal Hours	Description of Work	Employee's Signature	Client's Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

**TOTAL HOURS**