

TIME CARD – TECHNO SERVICE

Company address		Department	
Job content		Organization unit	
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	Week day	Classification	Work start time	Work finish time	Day break time	Night break time	Confirmation

How to fill the time card

Fill the field (Classification) with the respective numbers

Working day = 1

Worked day off = 2

Absence* = 3

*Absence = 3

- When absent only fill the Classification field with 3
- *Before taking a paid leave, talk to the company and your job agent, after that request it online and fill 3
- *Days off are not required to fill

Work start time and work finish time

- **Fill the work start and finish time, not the time you arrived or left the company**
- **There is no column for overtime, simply write the work finish time**
- Fill the time according to a 24-hour clock
- If you work night shift, keep counting from 24:00 on for either work start or finish time
E.g. 1AM – 25:00, 2AM 26:00, 3AM 27:00, 4AM 28:00, 5AM 29:00, 6AM 30:00, and so on

Break time

- It is divided between day and night time
- Ask your job agent for the correct amount of time according to your contract

Correction field

- If you made a mistake, don't try to erase it, cover the whole lane for the day with 2 lines
- Use this fields to re-write it correctly

- 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