TPC/HR-FO-021 REV : 5 Effective Date : 1 March 2018

## **PART-TIME CLAIM FORM**

Name	:			Punch Card	d No :	
Department	÷			Month / Year :		
Date	Hourly Rate	From	То	No. of Hours	Nature of Work	
	rate			110013		

Date	Rate	From	10	Hours	Nature of Work

Applicant	Prepared By	Concurred by	Checked & Verified	Approved By:
Signature		HOD	Officer, HR	Head, HR & Admin

Total:

## Note:

- 1. Total number of hours performed **should not exceed** 134 hours per month.
- 2. Half an hour (30 minutes) will be deducted for every total hour performed that exceeds 5 hours per day.
- 3. HR cut- off date will be on 20th of every month.
- 4. Deadline for submission of part time claims by 22nd of every month.
- 5. Any submission received after the above deadline will be processed in following month.
- 6. If the submission date falls on a non- working day (Saturday, Sunday and Public Holiday), please submit the part time claim forms immediately on the following day.