



The Hong Kong University of Science & Technology
Part-Time Research Staff (OT RPg/TPg) Time Sheet (for monthly paid)

(Ref.: Guidance Notes on Options to Support Outside-time Research Postgraduates)

To : Computer Science & Engineering Ref. : BR No. _____

From : _____ (name of student)

(as used in Bank Account)

Student I.D. No. : _____ Staff No. (Note 2) : _____

(applicable to HKUST student only)

(if applicable)

Date (DD/MM)																	
Day	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	
Hours Worked																	

Date (DD/MM)																
Day	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Hours Worked																

Date (DD/MM)								
Day	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Hours Worked								

**Total number of *day(s)/hour(s)
for the period:**
* delete as appropriate

Declaration by the Part-Time Research Assistant (OT RPg/TPg)

I confirm that:

- (a) the number of hours worked as shown above is correct;
- (b) I have not worked for more than 17 hours per week during the period reported above; and
- (c) I have not rolled over unused hours from one week to another.

Signature (Student Claimant): _____ Date: _____

Approved by Department/Office:

The number of hours worked as shown above is correct.

Name of Approving Officer

Signature

Date

Notes:

- Staff number has to be entered if the student helpers are employed with a letter of appointment issued by the Human Resources Office for the working period being claimed which payment will be made through staff auto-pay under a separate system.