Our Ref: OM-OA/028

28 October 2008

Alpha
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MEMORANDUM

To : Members of the Staff

From : Tan L S

GUIDELINES ON HOW TO FILL UP THE WEEKLY TIMESHEETS

1. Time spent/booked per day by the Staff for each project/item should be rounded off to the nearest quarter of the hour and in its multiples thereof in accordance with the Staff's best estimate.

2. For times spent/booked under "9202" (External Training), the topics of the training (seminars, workshop etc.) should be shown in the space provided for under "Note".

3. "9502" (Others) are meant to be for booking time spent on matters not covered in the other items listed in the timesheet. For any time entered under this item, a brief description on the work performed should be furnished under the "Note" provided for in the timesheet.

4. Times associated with compassionate leave and early closure of office during Christmas/Lunar New Year eve should be booked under "9502" (Others) with an appropriate explanatory note e.g. "Christmas eve early release".

5. Times expended on research work may be booked under "9502" (Others) to be accompanied by an explanatory note to indicate the research work done; however, for research work related to a project, the time spent should be booked under the project concerned.

6. Times spent by new staff during the initial orientation period may be booked under "9502" (Others) with an explanatory note, if not related to any of the projects.

7. Overtime spent on projects/items are to be shown accordingly.

8. The Staff should make it a habit to complete the timesheet at the end of each working day before leaving the office, failing which first thing in the office the next working day.

9. The weekly time sheet for the completed work should be submitted at the beginning of the week.

10. For those Staff intending to take long leave, they are requested to lodge in their timesheets before going on leave, including submission in advance the complete week(s) when they will be on leave.

Tan L S

cc RT/LCT/CCG/LFY/GSH
cc Memo File

TLS/na

BCA
ISO 9000
CERT. NO.: 324
SS ISO 9001 : 2000