

PAYROLL SHEET

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ORGANIZATION DETAILS

Organization Name	
Organization Business Activity	
Business Address	
Email Address	
Phone Number	

MONTH: MAY 2018

ATTENDANCE DETAILS

No.	Name	IC No	Post	Start date in the company	No of days required to work	Actual No of Working Days	Status	Remark	
								Leave	No of day/s (with date/s)
1									
2									
3									

NOTE:	
No of days required to work:	Number of days required to work in a month (Working days for company)
Actual No. of Working Days:	Actual number of work the apprentice attend in a month regardless when they start.

FOR OFFICE USE					
CHECKED		PREPARED PAYMENT LISTING		PAID	
Checked By:		Prepared By:		Paid Date:	
Checked Date:		Prepared Date:		Remarks:	
Remarks:		Remarks:			