



LAM CONSTRUCTION GROUP

LAM/HRM/0200/F2b

ATTENDANCE RECORD / O.T. / ALLOWANCE / BONUS FOR THE MONTH OF _____

TO : HR & Admin. Department Fax : 2882 5339

SITE : _____

中文名	NAME IN ENGLISH	MTH																																Allowance		Bonus						
		DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total D/H	Lunch	Travel	Attendance	Safety				
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	Name	Signature	Date
Site-In-Charge			
BUDH/GSDH			
BUOO/BUEO			
HR & Admin. Dept.			

Footnote : S=Sick Leave A=Annual Leave H=Holiday T=Site Transfer AB-Absent IS=Injury Leave C=Company Sponsored Training Programme
 Routing : Site-In-Charge → BUDH/GSDH(Grade C1) → BUOO/BUEO → HRD