



**Realwork @ ITE College East
Attendance Log**

(A) To Be Completed By Student

Name of Student :		NRIC No :	
Place of Work :		Contact No :	
Address :			

Date	Time In	Time Out	Total Hours (Hrs)	Signature of Student
Total Hours Worked :				
Wage Per Hour :				
Total Wages :				

(B) To Be Completed By Requesting Department

(I) Funding		
Project ID / Account Code	Organization Code	Funds Availability (*Delete where appropriate)
		* Yes / No

(II) Submission For Approval		
Requested By : _____	Signature :	Date :
Name & Designation		
Approving Office : _____	Signature :	Date :
Name & Designation		