

**Payroll Request Form -**  
**Student/ Part-time Staff/ Additional Teaching Duties**  
**To: Finance Office - Payroll Section**



香港恒生大學  
 THE HANG SENG UNIVERSITY  
 OF HONG KONG

1. A properly signed form should be submitted to the Finance Office no later than the last working day of each month.  
 2. FO checks the correctness and pay to student/staff/coach by autopay on the 7th calendar day of the following month. Any late submission will be processed in the next nearest payroll date.  
 3. For Non-local students, duly signed Attendance Record must be submitted with this form. Any incomplete documents will not be processed.

Student(1) : ☒ Local ☐ Non-local (2)

Name : \*Prof/Dr/Mr/Ms/Miss Chan Tai Man Staff : ☐ Part-time Staff ☐ Full-time Staff

\*Staff No./Student No. S123456 Telephone/Extension No. \_\_\_\_\_

Charging Department: SAO Charging Cost Centre: 319 Project/Course Code: 700008

**A) Hourly Base**

Course/Event	Date From	Date To	No. of Hours
Week 1 (Sun-Sat)	1/9/2021	4/9/2021	10
Week 2 (Sun-Sat)	5/9/2021	11/9/2021	15
Week 3 (Sun-Sat)	12/9/2021	18/9/2021	15
Week 4 (Sun-Sat)	19/9/2021	25/9/2021	15
Week 5 (Sun-Sat)	26/9/2021	30/9/2021	5
(CIS ref no.: XXXXXXXXXXXXX)			Total Hours
			60
			Hourly Rate (HK\$)
			65
			Amount (HK\$)
			3900

**B) Lump Sum Base**

Course/Event	Date From	Date To	Amount (HK\$)
Amount (HK\$)			

Claim Amount  
 (A) + (B)

**3900**

Student/Staff signature: Chan Tai Man 23/6/2021  
 Name Signature Date ext.

Prepared by Coordinator(3): "Coordinator of Recruiting Unit" 23/6/2021  
 (if applicable) Name Signature Date ext.

Approve by Budget Holder: "Budget Holder of SAO" 30/6/2021  
 (must be the one of charging cost centre) Name Signature Date

- (1) Student helpers/interns must be existing HSUHK registered students. For conditions of engagement, please read the information available at Student Affairs Office website ([https://sao.hsu.edu.hk/our-services/careers/internship\\_job](https://sao.hsu.edu.hk/our-services/careers/internship_job)) before completing this payment request form.
- (2) Non-local students cannot work more than 15 hours each week during term-time (1 Sep - 31 May).  
 Coordinator should verify the attendance record and suggested to keep for audit purpose if not submitted to the Finance Office.
- (3) Office.

\* Delete as appropriate

**For Finance Office Use:**

Check by: \_\_\_\_\_ Review by: \_\_\_\_\_

## Student Campus Work / Internship Scheme Attendance Record

Name: **Chan Tai Man**  
 Period: **1/9/2021 - 30/9/2021**

HSUHK ID No.: **S123456**  
 Scheme: **Student Intern / Student Helper\***

\*Please cross out as appropriate

Week	Day/ Date	Start Time	End Time	No. of Non Paid Lunch Hours	Total No. of Work Hours	Total No. of Work Hours per Week
1	Sun				0.00	10.00
	Mon				0.00	
	Tue				0.00	
	Wed	1/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	2/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Fri	3/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Sat	4/9/2021			0.00	
2	Sun	5/9/2021			0.00	15.00
	Mon	6/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Tue	7/9/2021			0.00	
	Wed	8/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	9/9/2021			0.00	
	Fri	10/9/2021	9:00:00 AM	5:00:00 PM	1	
	Sat	11/9/2021			0.00	
3	Sun	12/9/2021			0.00	15.00
	Mon	13/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Tue	14/9/2021			0.00	
	Wed	15/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	16/9/2021			0.00	
	Fri	17/9/2021	9:00:00 AM	5:00:00 PM	1	
	Sat	18/9/2021			0.00	
4	Sun	19/9/2021			0.00	15.00
	Mon	20/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Tue	21/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Wed	22/9/2021	9:00:00 AM	1:00:00 PM	4.00	
	Thu	23/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Fri	24/9/2021	9:00:00 AM	12:00:00 PM	3.00	
	Sat	25/9/2021			0.00	
5	Sun	26/9/2021			0.00	5.00
	Mon	27/9/2021	9:00:00 AM	11:00:00 AM	2.00	
	Tue	28/9/2021	9:00:00 AM	12:00:00 PM	3.00	
	Wed	29/9/2021			0.00	
	Thu	30/9/2021			0.00	
	Fri				0.00	
	Sat				0.00	
					Total No. of Work Hours	60.00
					Hourly Rate (HK\$)	\$ 65.00
					Amount (HK\$)	\$ 3,900.00

Student: **Chan Tai Man** **23/6/2021**  
 Name (Block Letter) Signature Date

Checked and Endorsed by: **"Coordinator of Recuriting Unit"** **30/6/2021**  
 Name (Block Letter) Signature Date

Remark: Completed and duly signed attendance record should be submitted together with Payroll Request Form (Form 26 or Form 41) for non-local students.