



To Finance Office - Payment Team
Payment Request for Student (Non-MPF required)

CONDITIONS:

- (1) Student should be HSU's existing registered students.
- (2) The engagement should be recruited via Recruitment Scheme of SAO.
- (3) Conditions of engagement as Non-MPF required for Local and Non-local Student with the University :
Campus job with employment period **within 59 days in total**. Weekly working hours within 15 hours during fall / spring term (1 Sep to 31 May every year) and within 44 hours during summer (1 Jun to 31 Aug every year)
- (4) Conditions of engagement for Non-local students :
Duly signed Attendance Record must be submitted with this form. Any incomplete documents will not be processed.

A. Fill in by the School / Department / Unit

School/Dept./Unit: SAO Charging Cost Centre: 319
Name of Student: Chan Tai Man Project code: 700008
Student ID No.: S123456 ☒ Local ☐ Non-local

Calendar Week	From	To	Total Hours per Weeks	HK\$
Week 1	1/6/2021	5/6/2021	15	Hourly Rate <u>65</u>
Week 2	6/6/2021	12/6/2021	15	Total Hours <u>60</u>
Week 3	13/6/2021	19/6/2021	15	Total Amount <u>3900</u>
Week 4	20/6/2021	26/6/2021	15	
Week 5				
			Total Hours	<u>60</u> -

CIS ref no.:XXXXXXXXXX

B. Student Declaration

I confirm that all my engagement(s) as a Student with the the University (including engagement(s) under other department(s)/project(s) during the period stated above) is/are in compliance with conditions 2 & 3 of above.

Signed by
Student : Chan Tai Man Date: 23/6/2021
(Name:)

C. Check by Supervisor

I have checked the timesheet and verify the no. of hours worked within a week. The no. of hours worked should be recorded properly in a separate time sheet and kept by me for future audit purpose. I confirm that this engagement is in compliance with conditions 2 & 3 of above and found no error in it.

Comment: _____
Signed by
Supervisor : "Coordinator of Recuriting Unit" Date: 23/6/2021
(Name:)

D. Approve by Budget Holder

I have read and understand that this engagment is in compliance with condition 3 of above.

Approved by
Budget Holder : "Budget Holder of SAO" Date: 30/6/2021
(Name:)

Student Campus Work / Internship Scheme Attendance Record

Name: _____
Period: _____

HSUHK ID No.: _____
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	0.00
	Mon				0.00	
	Tue				0.00	
	Wed				0.00	
	Thu				0.00	
	Fri				0.00	
	Sat				0.00	
2	Sun				0.00	0.00
	Mon				0.00	
	Tue				0.00	
	Wed				0.00	
	Thu				0.00	
	Fri				0.00	
	Sat				0.00	
3	Sun				0.00	0.00
	Mon				0.00	
	Tue				0.00	
	Wed				0.00	
	Thu				0.00	
	Fri				0.00	
	Sat				0.00	
4	Sun				0.00	0.00
	Mon				0.00	
	Tue				0.00	
	Wed				0.00	
	Thu				0.00	
	Fri				0.00	
	Sat				0.00	
5	Sun				0.00	0.00
	Mon				0.00	
	Tue				0.00	
	Wed				0.00	
	Thu				0.00	
	Fri				0.00	
	Sat				0.00	
					Total No. of Work Hours	0.00
					Hourly Rate (HK\$)	
					Amount (HK\$)	\$ -

Student: _____
Name (Block Letter)
Signature
Date

Checked and Endorsed by: _____
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.