



Report Form for Unrecorded Working Hours

ASEAN Institute for Health Development, Mahidol University

No.....

Date

I, Mr./Mrs./Ms.....Position.....

Department/Unit.....Hereby report the reason for the unrecorded working hours

☐ Check-in time ☐ Check-out time DateTime.....Reason.....

I confirm that I was present and performed my duties on the mentioned date and time.

Signature.....Reporter

(.....)

1. Result of Consideration: Head of Unit <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, due to..... (Signature)..... (.....) Position..... Date.....	2. Result of Consideration: Head of Section <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, due to..... (Signature)..... (.....) Position..... Date.....
3. Result of Consideration: AIHD's Secretary <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, due to..... (Signature)..... (.....) Position..... Date.....	4. Result of Consideration: Deputy Director <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved, due to..... (Signature)..... (.....) Position..... Date.....

Review and Record by Human Resources Unit

(Signature).....

(.....)

Position.....

Date.....