

## CYCU Student Worker Attendance Record

Unit of part-time job:

Type of student worker: Paid on an hourly basis

Name of student worker:

Department/Grade:

Student ID:

Date of part-time job	Duration of part-time job	Hours of part-time job	Signed by the student worker	Signature/seal by the appraiser	Remark
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<b>Subtotal</b>	<b>Hour</b>				

Remark:

1. The various units’ staff responsible for the part-time job affairs shall strictly supervise student workers’ discipline and ask the student workers to sign the “Student Worker Attendance Record”.
2. The various units **shall keep the Record for more than five (5) years**, and **complete the “name list of the part-time job scholarship recipients” online by the end of each month**, and submit the same to the Student Advising Division for allocation of the part-time job scholarship.