

# To activate the on-line time sheet

## AIMS

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## Leave and Pay

- [Leave Application](#)  
(Annual Leave, Sick Leave, etc.)
- [Departmental Leave Summary](#)  
(Staff on leave, leave applications submitted)
- [Pay Advice](#)  
(For pay advice from January 2003 onwards)
- [Employer's Tax Return](#)  
(For tax year 2004-2005 onwards)
- [Payroll Time Sheet \(Time Entry System\)](#) ← **Click here**  
(For hourly rate employees to enter/submit hours worked)
- [Make a Donation](#)  
(Make a Donation by Payroll Deduction)

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## Time Sheet

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 Bank account information missing!

To enter your timesheet, please click the "Input Bank Account" button below to input your bank account information first. If you need assistance, please contact Finance Office at 3442-7861.

[Input Bank Account](#) [Back to menu](#)

# To activate the on-line time sheet

# AIMS

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- Student Record
- Course Registration
- Student Services
- Study Plan
- Services for New Student
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- Staff Services
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- Other Services

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## Time Sheet

### Maintain Payroll Bank Account

|    |          |      |               |
|----|----------|------|---------------|
| ID | 53000000 | Name | WHHH, Mzz Snn |
|----|----------|------|---------------|

#### Bank Information

**Bank Account No.**  -  -

**Account Holder Name**

**Input your bank account information**

I understand the above bank account as provided by me should be under my name. In case it is not, I agree that City University of Hong Kong will be treated as having satisfactorily fulfilled its obligations as an employer by making any payment (including any stipend, salary, benefits payment, etc) payable to me to the above bank account.  
(Using of bank account not under your name is only allowed upon request under exceptional situation)

**Save** **Reset All Fields**

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|    |          |      |               |
|----|----------|------|---------------|
| ID | 53000000 | Name | WHHH, Mzz Snn |
|----|----------|------|---------------|

#### Bank Information

Bank Account No.

Account Holder Name

I understand the above bank obligations as an employer by (Using of bank account not under y

Save Reset All Fields

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[ Personal Information Collection Statement ]  
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Release: 8.6.1

- Select Bank -
- Popular Banks
- 003 STANDARD CHARTERED BANK (HONG KONG) LIMITED
  - 004 THE HONGKONG AND SHANGHAI BANKING CORPORATION LTD
  - 009 CHINA CONSTRUCTION BANK (ASIA) CORP LTD
  - 012 BANK OF CHINA (HONG KONG) LIMITED
  - 014 BOC (HK) LTD (FORMER YIEN YIEH COMMERCIAL BANK LTD)
  - 015 THE BANK OF EAST ASIA, LTD
  - 016 DBS BANK (HONG KONG) LIMITED
  - 018 CHINA CITIC BANK INTERNATIONAL LIMITED
  - 019 BOC (HK) LTD (FORMER KWANGTUNG PROVINCIAL BANK)
  - 020 WING LUNG BANK LTD
  - 024 HANG SENG BANK LTD
  - 025 SHANGHAI COMMERCIAL BANK LTD
  - 026 BOC (HK) LTD (FORMER CHINA AND SOUTH SEA BANK LTD)
  - 027 BANK OF COMMUNICATIONS CO., LTD.
  - 028 PUBLIC BANK (HONG KONG) LTD(FORMER ASIA COMMERCIAL BANK LTD
  - 030 BOC (HK) LTD (FORMER KINCHENG BANKING CORPORATION)
  - 031 BOC (HK) LTD (FORMER SIN HUA BANK LTD)
  - 033 BOC (HK) LTD (FORMER CHINA STATE BANK LTD)
  - 035 WING HANG BANK LTD
  - 036 BOC (HK) LTD (FORMER NATIONAL COMMERCIAL BANK LTD)
  - 039 CHIYU BANKING CORPORATION LTD
  - 040 DAH SING BANK LTD
  - 041 CHONG HING BANK LTD (FORMER LIU CHONG HING BANK LTD)
  - 043 NANYANG COMMERCIAL BANK LTD
  - 052 DBS BANK (HK) LTD (FORMER OVERSEAS TRUST BANK LTD)
  - 064 BOC (HK) LTD (FORMER HUA CHIAO COMMERCIAL BANK LTD)
  - 070 BOC (HK) LTD (FORMER PO SANG BANK LTD)
  - 072 INDUSTRIAL AND COMMERCIAL BANK OF CHINA (ASIA) LTD

Please select Bank

- XXX - XXXXXXXXX

University of Hong Kong will be treated as having satisfactorily fulfilled its me to the above bank account.



AIMS Support: (852) 3442 6699  
Email: [esu@cityu.edu.hk](mailto:esu@cityu.edu.hk)

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### Maintain Payroll Bank Account

|    |          |      |               |
|----|----------|------|---------------|
| ID | 53000000 | Name | WHHH, Mzz Snn |
|----|----------|------|---------------|

#### Bank Information

|                     |                        |   |     |   |           |
|---------------------|------------------------|---|-----|---|-----------|
| Bank Account No.    | 024 HANG SENG BANK LTD | - | 125 | - | 231567980 |
| Account Holder Name | WHHH Mzz Snn           |   |     |   |           |

- I understand the above bank account as provided by me should be under my name. In case it is not, I agree that City University of Hong Kong will be treated as having satisfactorily fulfilled its obligations as an employer by making any payment (including any stipend, salary, benefits payment, etc) payable to me to the above bank account.  
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|----|----------|------|---------------|
| ID | 53000000 | Name | WHHH, Mzz Snn |
|----|----------|------|---------------|

#### Bank Information

|                     |                        |
|---------------------|------------------------|
| Bank Account No.    | 024 HANG SENG BANK LTD |
| Account Holder Name | WHHH Mzz Snn           |

Message from webpage

Proceed to save bank information

-

I understand the above bank account as provided by me should be under my name. In case it is not, I agree that City University of Hong Kong will be treated as having satisfactorily fulfilled its obligations as an employer by making any payment (including any stipend, salary, benefits payment, etc) payable to me to the above bank account.  
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### Maintain Payroll Bank Account

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|----|----------|------|---------------|
| ID | 53000000 | Name | WHHH, Mzz Snn |
|----|----------|------|---------------|

Your request to insert bank account is successfully completed.

Please scan or take photo of your bank card/first page of your bank book/bank statement with your staff ID/student ID card placed next to it and forward the image file to Finance Office by email at [timentry@cityu.edu.hk](mailto:timentry@cityu.edu.hk)

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## Time Sheet

|           |          |             |               |
|-----------|----------|-------------|---------------|
| <b>ID</b> | 53000000 | <b>Name</b> | WHHH, Mzz Snn |
|-----------|----------|-------------|---------------|

### Working Hours Summary

| Working weeks/<br>Claim Job | 10/Nov/13<br>-<br>16/Nov/13 | 17/Nov/13<br>-<br>23/Nov/13 | 24/Nov/13<br>-<br>30/Nov/13 | 01/Dec/13<br>-<br>07/Dec/13 | 08/Dec/13<br>-<br>14/Dec/13 | 15/Dec/13<br>-<br>21/Dec/13 | 22/Dec/13<br>-<br>28/Dec/13 | 29/Dec/13<br>-<br>04/Jan/14 | 05/Jan/14<br>-<br>11/Jan/14 | 12/Jan/14<br>-<br>18/Jan/14 | 19/Jan/14<br>-<br>25/Jan/14 | 26/Jan/14<br>-<br>01/Feb/14 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>JOB 1</b>                |                             |                             |                             |                             |                             |                             |                             | 0                           | 0                           | 0                           | 0                           | 0                           |
| <b>Total Working Hours</b>  | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0                           |

  - assignment not started yet
   - summer term (i.e. 01-Jun to 15-Aug)

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|  |                              |
|--|------------------------------|
| <b>JOB 1</b> <a href="#">back to top</a> |                              |
| <b>Post</b>                              | Campus Work Scheme           |
| <b>Recruiting Dept.</b>                  | SRO Student Residence Office |
| <b>Assignment Period</b>                 | 01/01/2014 - 31/01/2014      |
| <b>Project Number</b>                    | 2500002                      |
| <b>Job No.</b>                           | W13SRO020                    |
| <b>Select</b>                            | JAN-2014                     |

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