To activate the on-line time sheet

Click here

- 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)
  (For hourly rate employees to enter/submit hours worked)

- Make a Donation
  (Make a Donation by Payroll Deduction)
To activate the on-line time sheet

Time Sheet

⚠️ 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.
To activate the on-line time sheet

Maintain Payroll Bank Account

ID  53000000  Name  WHHH, Mrs. Snn

Bank Information
Bank Account No. — Select Bank —
Account Holder Name

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)

Input your bank account information

Save  Reset All Fields

Back to menu
To activate the on-line time sheet

Please select Bank

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000000</td>
<td>WHHH, Mzz Snn</td>
</tr>
</tbody>
</table>

- **Bank Information**
  - **Bank Account No.**
  - **Account Holder Name**

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

**Back to menu**

The University of Hong Kong will be treated as having satisfactorily fulfilled its obligations as an employer by (Using of bank account not under your control)

**Personal Information Statement**

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**Release:** 8.6.1
To activate the on-line time sheet

Time Sheet

Maintain Payroll Bank Account

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<thead>
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Bank Information

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<th>Account Holder Name</th>
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<tr>
<td>024 HANG SENG BANK LTD</td>
<td>WHHH Mzz Snn</td>
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</table>

☑ 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

Back to menu
To activate the on-line time sheet

Time Sheet

Maintain Payroll Bank Account

ID: 53000000
Name: WHHH, Mzz Snn

Bank Information
Bank Account No.: 924 HANG SENG BANK LTD
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.
(Using of bank account not under your name is only allowed upon request under exceptional situation)
To activate the on-line time sheet

Maintain Payroll Bank Account

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

Proceed to Payroll Time Sheet

Back to menu
To activate the on-line time sheet

Time Sheet

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

Working Hours Summary

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

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JOB 1

<table>
<thead>
<tr>
<th>Post</th>
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<tr>
<td>Recruiting Dept.</td>
<td>SRO Student Residence Office</td>
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<tr>
<td>Assignment Period</td>
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<td>Select</td>
<td>JAN-2014</td>
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