ALHOSN University
Human Resources Department
Administrative & Financial Affairs Division

جامعة الحصن
قسم الموارد البشرية
إدارة الشؤون المالية و الإدارية

Part Time Attendance Report

Employee's Name		**Designation**	
Department		**Signature**	

Day (Sat, Sun…)	Date	Time			Reason (s) (Please attach details if needed)
		From	To	Hour (s)	
			Total Hours		

SECTION 4 – Approval of Management	
Direct Supervisor: Date:	VC/ Provost/ APAFA: Date:

FOR HR DEPARTMENT USE ONLY	
Processed by: Date:	Checked by: Date:

orig: HR Dept.
cc : Accts. Dept.
Staff Personal File