

Student Helper Weekly Working Hours Operation System (WHOS) - Working Hour Supplement Form

Important Notice to Students:

- Please ensure that this form is completed by THE RESPECTIVE STUDENT and submitted to the Career Centre within 3 working days.
- The supplemental information you provide will be directly input into the WHOS database. Please be aware that this bypasses WHOS's safeguards, potentially risking your total working hours exceeding the weekly limit permitted for students.

Remarks:

Under normal circumstances, students must log your work details and obtain a **permit** via WHOS **before** commencing any student helper role. This form is intended as an exception and **should be used sparingly**.

Date: _____

Student ID: _____ Name in English: _____
Mobile: _____ Non-BU Email: _____

Working Hour Supplement:

Working Details:

Department: _____
Date: _____
Start Time: _____
End Time: _____
Duties: _____

Reason for Missing Input to WHOS: _____

Signature by Student: _____

Office Stamp Approved by (Name of Staff) Tel / Ext No.

For Career Centre Use Only:		
_____ Received Date	_____ Approved Date	_____ Officer In-charge