

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>		
	<b>Document: Form</b>		<b>Ref No.: TUM/Form/HRM/026</b>
	<b>Title: CONTRACT/CASUAL WORK RECORD</b>		
	<b>Department: HUMAN RESOURCE MANAGEMENT</b>		
	<b>Issue No. 2</b>	<b>Revision No. 0</b>	<b>Date: 5th April 2018</b>

(To be completed in duplicate)

**Part A: Personal Details**

Name ..... ID/No .....

Department/Section .....

**Part B: Work Details**

Date	Work Done	Hours / Days	Payments (Kshs)

**Part C: Authorization**

Supervisor's Comment

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.....

.....  
Supervisor's name ..... Signature ..... Date .....

.....  
Certified by: HoD's Name ..... Signature ..... Date .....

.....  
Wage prepared by: HR Officer ..... Signature ..... Date .....

.....  
Authorized by: Vice Chancellor ..... Signature ..... Date .....

