

Work Declaration Form

This **work declaration form** sample is designed specifically for part-time staff to accurately report their work hours and job details. It ensures compliance with company policies and simplifies payroll processing. Using this form helps maintain clear communication between employees and management.

Employee Information

Full Name:

Employee ID:

Department:

Work Details

Work Period: to

Total Hours Worked:

Job Description / Duties Performed:

Declaration

I declare that the information provided above is accurate and complete to the best of my knowledge.

☐ I agree to the declaration above.

Signature:

Date:

Submit Form