



OVERTIME REQUEST FORM

BUBR/DIV Name : MC
 Department Name : Service
 Reason for Overtime : Unit stock deliver & repair

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	9.6.25	Kyaw Htet Paing	Mechanic H _{pp}	5:30 PM	8:00 PM	2:30	3975	
2.	14.6.25	Kyaw Htet Paing	"	5:30 PM	8:30 PM	3:00	4530	
							2	
Total Hours						5:30	8305 Ks	
Total Amount								

Requested by
 Sign:
 Name: Kawng Wai Soe
 (Requestor)

Approved by

 Min Paing Phyo
 (PH)

Approved by 16/7/25

 Chit San Ko
 (GM/AGM/COO)

Checked by

 Thae Nu Wai
 (HR)

05-CHL-HRM-FRM-020-05



Attendance History

Date	Time	Station	Type
14-06-2025	07:54:21 AM	UMG Show Room	CHECK-IN
14-06-2025	08:31:51 PM	UMG Show Room	CHECK-OUT
13-06-2025	04:45:30 PM	UMG Show Room	CHECK-OUT
13-06-2025	07:55:04 AM	UMG Show Room	CHECK-IN
12-06-2025	04:52:30 PM	UMG Show Room	CHECK-OUT
12-06-2025	07:55:10 AM	UMG Show Room	CHECK-IN
11-06-2025	04:50:03 PM	UMG Show Room	CHECK-OUT
11-06-2025	07:56:39 AM	UMG Show Room	CHECK-IN
10-06-2025	04:49:36 PM	UMG Show Room	CHECK-OUT
10-06-2025	07:55:42 AM	UMG Show Room	CHECK-IN
09-06-2025	07:57:09 AM	UMG Show Room	CHECK-IN
09-06-2025	08:01:18 PM	UMG Other	CHECK-OUT
06-06-2025	04:47:37 PM	UMG Show Room	CHECK-OUT
06-06-2025	07:57:00 AM	UMG Show Room	CHECK-IN

