



OVERTIME REQUEST FORM

BU/BR/DIV Name : ATI BU
 Department Name : Service
 Reason for Overtime : (10.11.24 ~ 15.11.24)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	4.11.24	Piye Sone Nyoung		5:00pm	6:00pm	1 hr	1800	DB, machine
	"	Yi Uee Yen		"	"	"	1200	accessories
	5.11.24	Yi Uee Yen		5:00pm	6:00pm	1 hr	1800	DB, machine accessories
	"	Piye Sone Nyoung		"	"	1 hr	1800	"
	9.11.24	Piye Sone Nyoung		8:30am	4:00pm	7.00hr	8400	MH108AC, accessories
	"	Muam Mae Ang		8:30am	4:00pm	7.00hr	8400	DB, the machine
	"	Piye Sone Nyoung		"	"	"	8400	accessories
	"	Piye Sone Nyoung		"	"	"	8400	
Total Hours								
Total Amount								38400

Requested by: [Signature] Approved by: [Signature] Approved by: [Signature] Checked by: [Signature]
 Sign: [Signature] Name: Nyon Nyon (Requestor) Ko Ang Kyaw Thu (DI) Ko Maeng Maeng (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05



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No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	11.11.24	Piye Sone Nyoung		5:00pm	6:00pm	1 hr	1800	Mounted machine
2	11.11.24	Piye Sone Nyoung	len	"	"	"	1800	accessories
3	12.11.24	Piye Sone Nyoung	len	"	"	"	1800	accessories
4	12.11.24	Piye Sone Nyoung		"	"	"	1800	"
5	13.11.24	Piye Sone Nyoung	len	5:00pm	7:00pm	2 hr	8400	"
6	13.11.24	Piye Sone Nyoung		"	"	"	2400	"
7	14.11.24	Piye Sone Nyoung	len	5:00pm	6:00pm	1 hr	1800	Machine delivery
Total Hours								
Total Amount								10800

Requested by: [Signature] Approved by: [Signature] Approved by: [Signature] Checked by: [Signature]
 Sign: [Signature] Name: Nyon Nyon (Requestor) Ko Ang Kyaw Thu (DI) Ko Maeng Maeng (GM/AGM/COO) (HR)

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