



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First

Department Name : Data Center

Reason for Overtime : To solve FISH, New Cus : set up and Monitoring

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|-----|---------|---------------|----------------|---------|---------|--------------|-------------|--------|
| | | | | From | To | | | |
| 1 | 4.5.25 | Zay Mire Htet | NE | 8:00 AM | 5:00 PM | 8hrs | 12000 | |
| 2 | 10.5.25 | Zay Mire Htet | NE | 8:00 AM | 5:00 PM | 8hrs | 12000 | |
| 3 | 18.5.25 | Ye Lira Htun | NE | 8:00 AM | 5:00 PM | 8hrs | 12000 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | Total Hours | 24 hrs | |
| | | | | | | Total Amount | 36000 Kyats | |

Requested by

Sign : *Ye Lira Htun*
Name : Ye Lira Htun
(Requestor)

Approved by

Zay Mire Htet
(DH)

Approved by

Archer Lin
(GM/AGM/COO)

Checked by

Mya Kay Khaing
(HR)

Zay Min Htet

Attendance History

| Date | Time | Station | Type |
|------------|-------------|---------|-------------|
| 14-05-2025 | 07:24:35 AM | ICT | CHECK-IN |
| 13-05-2025 | 07:24:54 AM | ICT | CHECK-IN |
| 13-05-2025 | 12:04:15 PM | ICT | CHECK-OUT |
| 12-05-2025 | 05:00:46 PM | ICT | CHECK-OUT |
| 12-05-2025 | 07:28:56 AM | ICT | CHECK-IN |
| 10-05-2025 | 05:00:07 PM | ICT | CHECK-OUT ✓ |
| 10-05-2025 | 07:33:36 AM | ICT | CHECK-IN ✓ |
| 09-05-2025 | 05:00:26 PM | ICT | CHECK-OUT |
| 09-05-2025 | 07:25:57 AM | ICT | CHECK-IN |
| 05-05-2025 | 05:00:09 PM | ICT | CHECK-OUT |
| 05-05-2025 | 07:27:45 AM | ICT | CHECK-IN |
| 07-05-2025 | 05:00:15 PM | ICT | CHECK-OUT |
| 07-05-2025 | 07:25:11 AM | ICT | CHECK-IN |
| 06-05-2025 | 05:00:05 PM | ICT | CHECK-OUT |
| 06-05-2025 | 07:28:10 AM | ICT | CHECK-IN |
| 05-05-2025 | 05:00:45 PM | ICT | CHECK-OUT |
| 05-05-2025 | 07:30:00 AM | ICT | CHECK-IN |
| 04-05-2025 | 05:00:40 PM | ICT | CHECK-OUT ✓ |
| 04-05-2025 | 07:35:35 AM | ICT | CHECK-IN ✓ |
| 03-05-2025 | 05:00:20 PM | ICT | CHECK-OUT |
| 03-05-2025 | 07:30:23 AM | ICT | CHECK-IN |
| 02-05-2025 | 05:00:17 PM | ICT | CHECK-OUT |
| 02-05-2025 | 07:25:09 AM | ICT | CHECK-IN |
| 30-04-2025 | 05:00:37 PM | ICT | CHECK-OUT |
| 30-04-2025 | 07:25:45 AM | ICT | CHECK-IN |

Attendance History

| Date | Station | Check In | Check Out |
|------------|---------|----------|-----------|
| 20-05-2025 | ICT | 7:25 AM | - |
| 19-05-2025 | ICT | 7:27 AM | 5:00 PM |
| 17-05-2025 | ICT | 7:27 AM | 5:00 PM |
| 16-05-2025 | ICT | 7:28 AM | 5:00 PM |
| 15-05-2025 | ICT | 7:25 AM | 5:00 PM |
| 14-05-2025 | ICT | 7:25 AM | 5:01 PM |
| 13-05-2025 | ICT | 7:24 AM | - |
| 12-05-2025 | ICT | 7:29 AM | 5:01 PM |
| 10-05-2025 | ICT | 7:33 AM | 5:00 PM ✓ |
| 09-05-2025 | ICT | 7:26 AM | 5:00 PM |
| 08-05-2025 | ICT | 7:28 AM | 5:00 PM |
| 07-05-2025 | ICT | 7:25 AM | 5:00 PM |
| 06-05-2025 | ICT | 7:28 AM | 5:00 PM |
| 05-05-2025 | ICT | 7:30 AM | 5:00 PM |
| 04-05-2025 | ICT | 7:35 AM | 5:00 PM ✓ |
| 03-05-2025 | ICT | 7:30 AM | 5:00 PM |
| 02-05-2025 | ICT | 7:25 AM | 5:00 PM |
| 30-04-2025 | ICT | 7:26 AM | 5:00 PM |
| 29-04-2025 | ICT | 12:20 PM | 5:00 PM |
| 28-04-2025 | ICT | 7:25 AM | 5:00 PM |
| 24-04-2025 | ICT | 7:26 AM | 5:00 PM |

Ye Lin Htun

Attendance History

| Date | Time | Station | Type |
|------------|-------------|---------|-----------|
| 20-05-2025 | 07:56:44 AM | ICT | CHECK-IN |
| 19-05-2025 | 07:32:45 AM | ICT | CHECK-IN |
| 18-05-2025 | 05:22:07 PM | ICT | CHECK-OUT |
| 18-05-2025 | 07:53:20 AM | ICT | CHECK-IN |
| 17-05-2025 | 05:03:04 PM | ICT | CHECK-OUT |
| 17-05-2025 | 07:31:58 AM | ICT | CHECK-IN |
| 15-05-2025 | 05:02:54 PM | ICT | CHECK-OUT |
| 15-05-2025 | 07:28:23 AM | ICT | CHECK-IN |
| 14-05-2025 | 05:02:37 PM | ICT | CHECK-OUT |
| 14-05-2025 | 07:49:43 AM | ICT | CHECK-IN |
| 13-05-2025 | 05:02:05 PM | ICT | CHECK-OUT |
| 13-05-2025 | 07:24:29 AM | ICT | CHECK-IN |
| 09-05-2025 | 05:02:20 PM | ICT | CHECK-OUT |
| 09-05-2025 | 07:28:21 AM | ICT | CHECK-IN |
| 08-05-2025 | 05:02:35 PM | ICT | CHECK-OUT |
| 08-05-2025 | 07:31:34 AM | ICT | CHECK-IN |
| 07-05-2025 | 05:01:53 PM | ICT | CHECK-OUT |
| 07-05-2025 | 07:25:50 AM | ICT | CHECK-IN |
| 03-05-2025 | 05:01:32 PM | ICT | CHECK-OUT |
| 02-05-2025 | 07:34:00 AM | ICT | CHECK-IN |

Attendance History

| Date | Station | Check In | Check Out |
|------------|---------|----------|-----------|
| 20-05-2025 | ICT | 7:57 AM | - |
| 19-05-2025 | ICT | 7:33 AM | - |
| 18-05-2025 | ICT | 7:55 AM | 5:23 PM |
| 17-05-2025 | ICT | 7:32 AM | - |
| 15-05-2025 | ICT | 7:29 AM | 5:02 PM |
| 14-05-2025 | ICT | 7:55 AM | 5:04 PM |
| 13-05-2025 | ICT | 7:25 AM | 5:03 PM |
| 09-05-2025 | ICT | 7:52 AM | 5:03 PM |
| 08-05-2025 | ICT | 7:33 AM | 5:03 PM |
| 07-05-2025 | ICT | 7:29 AM | 5:02 PM |
| 06-05-2025 | | 8:00 AM | 5:00 PM |
| 05-05-2025 | | 8:00 AM | 5:00 PM |
| 03-05-2025 | ICT | 7:58 AM | 5:03 PM |
| 02-05-2025 | ICT | 7:30 AM | 5:07 PM |
| 30-04-2025 | ICT | 7:28 AM | 5:03 PM |
| 29-04-2025 | ICT | 7:31 AM | 5:03 PM |
| 28-04-2025 | ICT | 7:26 AM | 5:04 PM |
| 27-04-2025 | ICT | 7:55 AM | 5:18 PM |




26th Apr 2025 to 23th May 2025 For NOC Section Assign

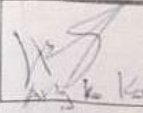
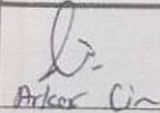
| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|-----------|-----------|-----------|-----------|-----------|----------|----------|
| | 4/26/2025 | 4/27/2025 | 4/28/2025 | 4/29/2025 | 4/30/2025 | 5/1/2025 | 5/2/2025 |
| Htun Kyaw | | | - | - | - | | - |
| Ye Lin Htun | Assign | Assign | - | - | - | Assign | - |
| Zay Min Htet | | | - | - | - | | - |

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|----------|----------|----------|----------|----------|----------|----------|
| | 5/3/2025 | 5/4/2025 | 5/5/2025 | 5/6/2025 | 5/7/2025 | 5/8/2025 | 5/9/2025 |
| Htun Kyaw | - | | - | - | - | - | - |
| Ye Lin Htun | - | | - | - | - | - | - |
| Zay Min Htet | - | Assign ✓ | - | - | - | - | - |

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 5/10/2025 | 5/11/2025 | 5/12/2025 | 5/13/2025 | 5/14/2025 | 5/15/2025 | 5/16/2025 |
| Htun Kyaw | | Assign | - | - | - | - | - |
| Ye Lin Htun | | | - | - | - | - | - |
| Zay Min Htet | Assign ✓ | | - | - | - | - | - |

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 5/17/2025 | 5/18/2025 | 5/19/2025 | 5/20/2025 | 5/21/2025 | 5/22/2025 | 5/23/2025 |
| Htun Kyaw | - | | - | - | - | - | - |
| Ye Lin Htun | - | Assign ✓ | - | - | - | - | - |
| Zay Min Htet | - | | - | - | - | - | - |

| Prepared By | | |
|---|---|---|
| Htun Kyaw | Ye Lin Htun | Zay Min Htet |
|  |  |  |

| Check By DH | Approved By AGM |
|---|---|
| Aung Ko Ko | Arker Lin |
|  |  |

| EmployeeNo | Designation | EmployeeName | Department | BusinessUnit | Date1 | TimeIn | TimeOut | TimeInLocation | TimeOutLocation |
|------------|------------------|-----------------|-------------|--------------|------------|-------------|-------------|----------------|-----------------|
| 16171 | Network Engineer | Zay Min Htet(1) | Data Center | Be The First | 10/05/2025 | 07:33:36 AM | 05:00:07 PM | ICT | ICT |
| 16171 | Network Engineer | Zay Min Htet(1) | Data Center | Be The First | 04/05/2025 | 07:35:38 AM | 05:00:40 PM | ICT | ICT |
| 16170 | Network Engineer | Ye Lin Htun(3) | Data Center | Be The First | 18/05/2025 | 07:53:20 AM | 05:22:07 PM | ICT | ICT |