

EmployeeNo	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeIn Location	TimeOut Location
16585	Collection Staff	Zaw Myo Aung(2) ✓	Billing System & Collection	Be The First	12/03/2025	07:07:15 AM	05:03:53 PM	ICT	ICT
16655	Admin Staff	Su Yamin Htike ✓	Billing System & Collection	Be The First	12/03/2025	07:49:26 AM	05:01:55 PM	ICT	ICT
15929	Admin Staff	Maw Maw Thin ✓	Billing System & Collection	Be The First	12/03/2025	07:52:56 AM	05:05:58 PM	UMG Other	ICT
16585	Collection Staff	Zaw Myo Aung(2) ✓	Billing System & Collection	Be The First	13/03/2025	07:57:51 AM	05:00:41 PM	ICT	ICT
16655	Admin Staff	Su Yamin Htike ✓	Billing System & Collection	Be The First	13/03/2025	07:59:57 AM	05:00:07 PM	ICT	ICT
15929	Admin Staff	Maw Maw Thin ✓	Billing System & Collection	Be The First	13/03/2025	07:55:39 AM	05:00:31 PM	ICT	ICT
16585	Collection Staff	Zaw Myo Aung(2) ✓	Billing System & Collection	Be The First	14/03/2025	07:52:13 AM	05:00:18 PM	ICT	ICT
16655	Admin Staff	Su Yamin Htike ✓	Billing System & Collection	Be The First	14/03/2025	07:55:29 AM	05:00:06 PM	ICT	ICT
16707	Driver	Aung Myint Myat (11) ✓	Billing System & Collection	Be The First	14/03/2025	07:47:50 AM	05:10:21 PM	ICT	ICT
15929	Admin Staff	Maw Maw Thin ✓	Billing System & Collection	Be The First	14/03/2025	07:54:20 AM	05:01:33 PM	ICT	ICT

March 2025 for Billing Department Assign

Name	1-Mar-25	2-Mar-25	3-Mar-25	4-Mar-25	5-Mar-25	6-Mar-25	7-Mar-25	8-Mar-25	9-Mar-25	10-Mar-25	11-Mar-25	12-Mar-25	13-Mar-25	14-Mar-25	15-Mar-25	16-Mar-25
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aye Phyu Phyu Zan	Assign	H	1	1	1	1	1	Replacement	H	1	1	H	H	OT	Assign	H
Maw Maw Thin	H	H	1	1	1	1	1	1	H	1	1	OT /	OT /	OT /	H	H
Ye Kaung Htet	Assign	H	1	Replacement	1	1	1	1	H	1	1	H	H	H	OT	OT
Su Yamin Htike	H	H	1	1	1	1	1	1	H	1	1	OT /	OT /	OT /	H	H
Zaw Myo Aung	H	Assign	1	1	1	1	1	Replacement	Assign /	1	1	OT /	OT /	OT /	H	H
Aung Myint Myat	H	H	1	1	1	1	1	1	H	1	1	OT /	OT /	OT /	H	Assign

Name	17-Mar-25	18-Mar-25	19-Mar-25	20-Mar-25	21-Mar-25	22-Mar-25	23-Mar-25	24-Mar-25	25-Mar-25	26-Mar-25	27-Mar-25	28-Mar-25	29-Mar-25	30-Mar-25	31-Mar-25
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Aye Phyu Phyu Zan	1	1	1	1	1	Replacement	H	1	1	1	H	1	1	H	1
Maw Maw Thin	1	1	1	1	1	1	H	1	1	1	Assign	1	Replacement	H	1
Ye Kaung Htet	1	1	1	1	1	1	H	1	1	1	H	1	1	H	1
Su Yamin Htike	1	1	1	1	1	1	H	1	1	1	Assign	1	Replacement	H	1
Zaw Myo Aung	1	1	1	1	1	Replacement	Assign	1	1	1	H	1	Replacement	OT	1
Aung Myint Myat	1	1	1	1	1	Replacement	H	1	1	1	H	1	1	H	1

Aye Phyu Phyu Zan	Maw Maw Thin	Ye Kaung Htet	Su Yamin Htike	Zaw Myo Aung	Aung Myint Myat
<i>Phyu</i>	<i>Maw</i>	<i>Ye</i>	<i>Su</i>	<i>Zaw</i>	<i>Aung</i>

Check By

[Signature]

Myat See Mon

Approved By AGM

[Signature]

Aung Myint Myat

Maw Maw Thin

Date	Time	Station	Type
14-03-2025	05:01:33 PM	ICT	CHECK OUT
14-03-2025	07:54:20 AM	ICT	CHECK IN
13-03-2025	05:00:31 PM	ICT	CHECK OUT
13-03-2025	07:55:39 AM	ICT	CHECK IN
12-03-2025	05:05:58 PM	ICT	CHECK OUT
12-03-2025	07:52:56 AM	UMIS OTHER	CHECK IN
11-03-2025	05:01:56 PM	ICT	CHECK OUT
11-03-2025	07:23:36 AM	ICT	CHECK IN
10-03-2025	05:00:57 PM	ICT	CHECK OUT
10-03-2025	07:24:57 AM	ICT	CHECK IN
08-03-2025	05:02:00 PM	ICT	CHECK OUT
08-03-2025	07:25:11 AM	ICT	CHECK IN
07-03-2025	05:00:58 PM	ICT	CHECK OUT
07-03-2025	07:27:10 AM	ICT	CHECK IN
05-03-2025	05:03:44 PM	ICT	CHECK OUT
05-03-2025	07:25:14 AM	ICT	CHECK IN
04-03-2025	05:00:24 PM	ICT	CHECK OUT
04-03-2025	07:26:34 AM	ICT	CHECK IN
03-03-2025	04:59:33 PM	ICT	CHECK OUT
03-03-2025	07:29:44 AM	ICT	CHECK IN
28-02-2025	07:24:48 AM	ICT	CHECK IN

Maw Maw Maw

Su Yamn Hike

Date	Time	Station	Type
14-03-2025	05:00:06 PM	ICT	CHECK OUT
14-03-2025	07:55:29 AM	ICT	CHECK IN
13-03-2025	05:00:07 PM	ICT	CHECK OUT
13-03-2025	07:59:53 AM	ICT	CHECK IN
12-03-2025	05:01:55 PM	ICT	CHECK OUT
12-03-2025	07:49:26 AM	ICT	CHECK IN
10-03-2025	05:04:12 PM	Head Office	CHECK OUT
10-03-2025	07:34:52 AM	ICT	CHECK IN
08-03-2025	05:00:22 PM	ICT	CHECK OUT
08-03-2025	07:56:21 AM	ICT	CHECK IN
07-03-2025	05:00:06 PM	ICT	CHECK OUT
07-03-2025	07:57:50 AM	ICT	CHECK IN
06-03-2025	05:00:08 PM	ICT	CHECK OUT
06-03-2025	07:52:29 AM	ICT	CHECK IN
05-03-2025	05:00:09 PM	ICT	CHECK OUT
05-03-2025	07:54:47 AM	ICT	CHECK IN
04-03-2025	05:00:15 PM	ICT	CHECK OUT
04-03-2025	07:54:54 AM	ICT	CHECK IN
03-03-2025	05:00:10 PM	ICT	CHECK OUT
03-03-2025	07:51:03 AM	ICT	CHECK IN
28-02-2025	05:00:24 PM	ICT	CHECK OUT
28-02-2025	07:52:05 AM	ICT	CHECK IN

Su Su Su

Zaw Myo Aung

Date	Time	Station	Type
14-03-2025	05:00:18 PM	ICT	CHECK-OU
14-03-2025	07:52:13 AM	ICT	CHECK-IN
13-03-2025	05:00:41 PM	ICT	CHECK-OU
13-03-2025	07:57:51 AM	ICT	CHECK-IN
12-03-2025	05:03:53 PM	ICT	CHECK-OU
12-03-2025	07:07:15 AM	ICT	CHECK-IN
11-03-2025	05:00:18 PM	ICT	CHECK-OU
11-03-2025	07:25:54 AM	ICT	CHECK-IN
10-03-2025	05:00:41 PM	Head Office	CHECK-OU
10-03-2025	07:31:39 AM	Head Office	CHECK-IN
09-03-2025	05:00:52 PM	ICT	CHECK-OU
09-03-2025	07:52:45 AM	ICT	CHECK-IN
07-03-2025	05:01:52 PM	ICT	CHECK-OU
07-03-2025	07:28:43 AM	ICT	CHECK-IN

Aung Aung Aung

Aung Myint Myat

Date	Time	Station	Type
14-03-2025	05:10:21 PM	ICT	CHECK OUT
14-03-2025	07:47:50 AM	ICT	CHECK IN
13-03-2025	05:00:11 PM	ICT	CHECK OUT
13-03-2025	07:37:10 AM	ICT	CHECK IN
13-03-2025	07:37:10 AM	ICT	CHECK IN
12-03-2025	05:02:11 PM	ICT	CHECK OUT
12-03-2025	07:53:13 AM	ICT	CHECK IN
11-03-2025	05:01:02 PM	ICT	CHECK OUT
11-03-2025	07:24:44 AM	ICT	CHECK IN
10-03-2025	05:00:06 PM	Head Office	CHECK OUT
10-03-2025	07:25:34 AM	Head Office	CHECK IN
08-03-2025	05:05:05 PM	ICT	CHECK OUT
08-03-2025	07:28:54 AM	ICT	CHECK IN
07-03-2025	05:03:00 PM	ICT	CHECK OUT
07-03-2025	07:42:13 AM	ICT	CHECK IN
06-03-2025	05:03:59 PM	ICT	CHECK OUT
06-03-2025	07:32:24 AM	ICT	CHECK IN
05-03-2025	05:04:52 PM	ICT	CHECK OUT
05-03-2025	07:32:57 AM	ICT	CHECK IN
04-03-2025	05:12:46 PM	ICT	CHECK OUT
04-03-2025	07:40:04 AM	ICT	CHECK IN

Aung Aung Aung



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Billing system and collection
 Reason for Overtime : Customer complain and GNL collect

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	12.3.25	Maw ² Thin	Admin	8:00 AM	5:00 PM	8hrs	9600		
2.	"	Su Karin Hlike	"	8:00 AM	5:00 PM	8hrs	9600		
3.	"	Zaw Myo Aung	Staff	8:00 AM	5:00 PM	8hrs	9600		
4.	13.3.25	Maw ² Thin	Admin	8:00 AM	5:00 PM	8hrs	9600		
5.	"	Su Karin Hlike	"	8:00 AM	5:00 PM	8hrs	9600		
6.	"	Zaw Myo Aung	Staff	8:00 AM	5:00 PM	8hrs	9600		
7.	14.3.25	Maw ² Thin	Admin	8:00 AM	5:00 PM	8hrs	9600		
8.	"	Su Karin Hlike	"	8:00 AM	5:00 PM	8hrs	9600		
9.	"	Zaw Myo Aung	Staff	8:00 AM	5:00 PM	8hrs	9600		
							Total Hours	72hrs	86400/-
							Total Amount		

Requested by
 (Requestor)
 Name : Aye Phyu Phyu Zan
 Sign :

Approved by
 (DH)
 Arker Lin

Approved by
 (GM/AGM/COO)
 Arker Lin

Checked by
 (HR)
 Mya Kyi Khary
 29.3.25