



# OVERTIME REQUEST FORM

BU/BR/DIV Name : *Be The First*  
 Department Name : *Billing*  
 Reason for Overtime : *Customer Complaint*

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	15.6.25	Su YamintHike	Admin	8:00	5:00	8hrs	12080	
2.	21.6.25	Su YamintHike	Admin	8:00	5:00	8hrs	12080	
						<b>Total Hours</b>	16hrs	
						<b>Total Amount</b>	24,160/-	

Requested by  
*Phyu*  
 Sign :  
 Name : *Aye Phyu Phyu Zars*  
 (Requestor)

Approved by  
*Arker*  
 Arker Lin  
 (DH)

Approved by  
*Arker*  
 Arker Lin  
 (GM/AGM/COO)

Checked by  
*Mya Ray Khaing*  
 Mya Ray Khaing  
 (HR)

## ← Attendance History

Date	Time	Station	Type
21-06-2025	05:01:06 PM	ICT	CHECK-OUT
21-06-2025	07:57:57 AM	ICT	CHECK-IN
20-06-2025	05:00:54 PM	ICT	CHECK-OUT
20-06-2025	07:52:52 AM	ICT	CHECK-IN
19-06-2025	05:00:10 PM	ICT	CHECK-OUT
19-06-2025	07:55:13 AM	ICT	CHECK-IN
18-06-2025	05:00:07 PM	ICT	CHECK-OUT
18-06-2025	07:52:59 AM	ICT	CHECK-IN
17-06-2025	05:01:06 PM	ICT	CHECK-OUT
17-06-2025	07:55:44 AM	ICT	CHECK-IN
16-06-2025	05:00:15 PM	ICT	CHECK-OUT
16-06-2025	07:56:56 AM	ICT	CHECK-IN
15-06-2025	05:05:17 PM	ICT	CHECK-OUT
15-06-2025	07:57:46 AM	ICT	CHECK-IN
14-06-2025	05:07:38 PM	UMG Other	CHECK-OUT
14-06-2025	07:53:18 AM	ICT	CHECK-IN
13-06-2025	05:02:00 PM	ICT	CHECK-OUT
13-06-2025	07:56:30 AM	ICT	CHECK-IN
12-06-2025	05:00:15 PM	ICT	CHECK-OUT
12-06-2025	07:51:37 AM	ICT	CHECK-IN
11-06-2025	05:00:12 PM	ICT	CHECK-OUT
11-06-2025	07:55:53 AM	ICT	CHECK-IN

su }  
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su }  
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## June' 2025 for Billing Department Assign

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

Name	16-Jun-25	17-Jun-25	18-Jun-25	19-Jun-25	20-Jun-25	21-Jun-25	22-Jun-25	23-Jun-25	24-Jun-25	25-Jun-25	26-Jun-25	27-Jun-25	28-Jun-25	29-Jun-25	30-Jun-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	H	H	1	1	1	1	1	Replacement	H	1
Ye Kaung Htet	1	1	1	1	1	H	H	1	1	1	1	1	1	H	1
Su Yamin Htike	1	1	1	1	1	OT ✓	H	1	1	1	1	1	1	H	1
Chaw Su Su Htet	1	1	1	1	1	H	H	1	1	1	1	1	1	H	1
Zaw Myo Aung	1	1	1	1	1	H	OT	1	1	1	1	1	1	H	1
Aung Myint Myat	1	1	1	1	1	H	H	1	1	1	1	1	1	OT	1

Prepare By

*Phyu*

Check By

*[Signature]*

Approved By AGM

*[Signature]*