



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be the First

Department Name : Data Center

Reason for Overtime : Thingyan Holiday to solve the FITH problem & new cuss setup & monitoring

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|-----|---------|--------------|----------------|------|------|---------------------|-------------|--------|
| | | | | From | To | | | |
| 1 | 17.4.25 | Zay Min Htet | NE | 8:00 | 5:00 | 8hrs | 9600 | |
| 2 | 18.4.25 | Zay Min Htet | NE | 8:00 | 5:00 | 8hrs | 9600 | |
| 3 | 19.4.25 | Zay Min Htet | NE | 8:00 | 5:00 | 8hrs | 9600 | |
| 4 | 19.4.25 | Wai Mae Oo | Senior Staff | 8:00 | 5:00 | 8hrs | 9600 | |
| 5 | 20.4.25 | Wai Mae Oo | Senior Staff | 8:00 | 5:00 | 8hrs | 9600 | |
| 6 | 20.4.25 | Zay Min Htet | NE | 8:00 | 5:00 | 8hrs | 9600 | |
| 7 | 21.4.25 | Wai Mae Oo | Senior Staff | 8:00 | 5:00 | 8hrs | 9600 | |
| 8 | 21.4.25 | Zay Min Htet | NE | 8:00 | 5:00 | 8hrs | 9600 | |
| | | | | | | Total Hours | 64 hrs | |
| | | | | | | Total Amount | 76800 Kyats | |

Requested by

Sign :

Name : Ye Lin Htun
(Requestor)

Approved by

[Signature]
23/4/25
Aung Ko
(DH)

Approved by

[Signature]
Arisar bin
(GM/AGM/COO)

Checked by

[Signature]
25/4/25
Myat Su Mar
(HR)

Ye Lea Htun

| Attendance History | | | |
|--------------------|-------------|-----------|-------------|
| Date | Time | Station | Type |
| 23-04-2025 | 07:23:42 AM | ICT | CHECK-IN |
| 22-04-2025 | 05:01:08 PM | ICT | CHECK-OUT |
| 22-04-2025 | 07:26:35 AM | ICT | CHECK-IN |
| 16-04-2025 | 05:03:00 PM | ICT | CHECK-OUT ✓ |
| 16-04-2025 | 07:54:50 AM | ICT | CHECK-IN ✓ |
| 15-04-2025 | 05:23:17 PM | ICT | CHECK-OUT ✓ |
| 15-04-2025 | 07:53:25 AM | ICT | CHECK-IN ✓ |
| 14-04-2025 | 05:14:56 PM | ICT | CHECK-OUT ✓ |
| 14-04-2025 | 07:48:47 AM | ICT | CHECK-IN ✓ |
| 13-04-2025 | 06:13:28 PM | ICT | CHECK-OUT ✓ |
| 13-04-2025 | 07:45:45 AM | ICT | CHECK-IN ✓ |
| 12-04-2025 | 05:04:06 PM | ICT | CHECK-OUT ✓ |
| 12-04-2025 | 07:39:52 AM | ICT | CHECK-IN ✓ |
| 11-04-2025 | 05:03:54 PM | ICT | CHECK-OUT |
| 11-04-2025 | 07:25:26 AM | ICT | CHECK-IN |
| 11-04-2025 | 07:25:26 AM | ICT | CHECK-IN |
| 10-04-2025 | 05:11:14 PM | UMG Other | CHECK-OUT |
| 10-04-2025 | 07:30:17 AM | ICT | CHECK-IN |
| 09-04-2025 | 05:04:01 PM | ICT | CHECK-OUT |
| 09-04-2025 | 07:27:47 AM | ICT | CHECK-IN |

← Attendance History

| Date | Station | Check In | Check Out | |
|------------|---------|----------|-----------|---|
| 23-04-2025 | ICT | 7:25 AM | | |
| 22-04-2025 | ICT | 7:28 AM | 5:05 PM | |
| 16-04-2025 | ICT | 7:58 AM | 5:03 PM | ~ |
| 15-04-2025 | ICT | 7:54 AM | 5:24 PM | ~ |
| 14-04-2025 | ICT | 7:49 AM | 5:16 PM | ~ |
| 13-04-2025 | ICT | 7:47 AM | 6:15 PM | ~ |
| 12-04-2025 | ICT | 7:42 AM | 5:05 PM | ~ |
| 11-04-2025 | ICT | 7:32 AM | 5:02 PM | |
| 10-04-2025 | ICT | 7:28 AM | 5:13 PM | |
| 09-04-2025 | ICT | 7:33 AM | 5:05 PM | |
| 08-04-2025 | ICT | 7:32 AM | 5:04 PM | |
| 07-04-2025 | ICT | 7:38 AM | 5:05 PM | |
| 05-04-2025 | ICT | 7:30 AM | 5:07 PM | |
| 04-04-2025 | ICT | 7:31 AM | 5:05 PM | |
| 02-04-2025 | | 8:00 AM | 5:00 PM | |
| 01-04-2025 | ICT | 7:30 AM | 5:04 PM | |
| 31-03-2025 | ICT | 7:40 AM | 5:02 PM | |
| 30-03-2025 | ICT | 7:57 AM | 5:02 PM | |

Zay Mir Htet

| Date | Time | Station | Type |
|------------|---------------|---------|-------------|
| 23-04-2025 | 07:23:27 (PM) | ICT | CHECK-IN |
| 22-04-2025 | 05:00:17 (PM) | ICT | CHECK-OUT |
| 22-04-2025 | 07:28:30 (PM) | ICT | CHECK-IN |
| 21-04-2025 | 05:02:07 (PM) | ICT | CHECK-OUT ✓ |
| 21-04-2025 | 07:32:21 (PM) | ICT | CHECK-IN ✓ |
| 20-04-2025 | 05:00:35 (PM) | ICT | CHECK-OUT ✓ |
| 20-04-2025 | 07:39:32 (PM) | ICT | CHECK-IN ✓ |
| 19-04-2025 | 05:00:30 (PM) | ICT | CHECK-OUT ✓ |
| 19-04-2025 | 07:34:40 (PM) | ICT | CHECK-IN ✓ |
| 18-04-2025 | 05:02:05 (PM) | ICT | CHECK-OUT ✓ |
| 18-04-2025 | 07:42:45 (PM) | ICT | CHECK-IN ✓ |
| 17-04-2025 | 05:01:25 (PM) | ICT | CHECK-OUT ✓ |
| 17-04-2025 | 07:37:45 (PM) | ICT | CHECK-IN ✓ |
| 16-04-2025 | 05:00:06 (PM) | ICT | CHECK-OUT |
| 15-04-2025 | 07:23:27 (PM) | ICT | CHECK-IN |
| 09-04-2025 | 05:00:05 (PM) | ICT | CHECK-OUT |
| 09-04-2025 | 07:27:51 (PM) | ICT | CHECK-IN |
| 08-04-2025 | 05:03:14 (PM) | ICT | CHECK-OUT |
| 08-04-2025 | 07:25:05 (PM) | ICT | CHECK-IN |
| 07-04-2025 | 05:00:20 (PM) | ICT | CHECK-OUT |
| 07-04-2025 | 07:31:08 (PM) | ICT | CHECK-IN |
| 05-04-2025 | 05:00:07 (PM) | ICT | CHECK-OUT |
| 05-04-2025 | 07:26:04 (PM) | ICT | CHECK-IN |
| 04-04-2025 | 05:00:07 (PM) | ICT | CHECK-OUT |
| 04-04-2025 | 07:29:46 (PM) | ICT | CHECK-IN |

9:12

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Attendance History

| Date | Station | Check In | Check Out |
|------------|---------|----------|-----------|
| 23-04-2025 | ICT | 7:24 AM | |
| 22-04-2025 | ICT | 7:27 AM | 5:00 PM |
| 21-04-2025 | ICT | 7:32 AM | 5:02 PM |
| 20-04-2025 | ICT | 7:39 AM | 5:00 PM |
| 19-04-2025 | ICT | 7:34 AM | 5:01 PM |
| 18-04-2025 | ICT | 7:42 AM | 5:01 PM |
| 17-04-2025 | ICT | 7:38 AM | 5:01 PM |
| 11-04-2025 | ICT | 7:23 AM | 5:00 PM |
| 09-04-2025 | ICT | 7:28 AM | 5:00 PM |
| 08-04-2025 | ICT | 7:28 AM | 5:03 PM |
| 07-04-2025 | ICT | 7:31 AM | 5:00 PM |
| 05-04-2025 | ICT | 7:26 AM | 5:00 PM |
| 04-04-2025 | ICT | 7:30 AM | 5:00 PM |
| 03-04-2025 | ICT | 7:25 AM | 5:05 PM |
| 02-04-2025 | ICT | 7:27 AM | 5:00 PM |
| 01-04-2025 | ICT | 7:26 AM | 5:01 PM |
| 31-03-2025 | ICT | 7:25 AM | 5:02 PM |
| 28-03-2025 | ICT | 7:26 AM | 5:00 PM |
| 26-03-2025 | | 8:00 AM | 5:00 PM |
| 25-03-2025 | ICT | 7:26 AM | 5:00 PM |
| 24-03-2025 | ICT | 7:29 AM | 5:01 PM |



Wai Moe Oo

8:12 AM | 242KB/s

Attendance History

| Date | Time | Station | Type |
|------------|-------------|---------|-------------|
| 23-04-2025 | 07:32:10 AM | ICT | CHECK-IN |
| 22-04-2025 | 05:03:26 PM | ICT | CHECK-OUT |
| 22-04-2025 | 07:34:27 AM | ICT | CHECK-IN |
| 21-04-2025 | 05:00:34 PM | ICT | CHECK-OUT ✓ |
| 21-04-2025 | 07:47:14 AM | ICT | CHECK-IN ✓ |
| 20-04-2025 | 05:00:45 PM | ICT | CHECK-OUT ✓ |
| 20-04-2025 | 07:43:25 AM | ICT | CHECK-IN ✓ |
| 19-04-2025 | 05:00:06 PM | ICT | CHECK-OUT ✓ |
| 19-04-2025 | 07:40:34 AM | ICT | CHECK-IN ✓ |
| 11-04-2025 | 05:03:05 PM | ICT | CHECK-OUT |
| 11-04-2025 | 07:27:49 AM | ICT | CHECK-IN |
| 10-04-2025 | 05:05:36 PM | ICT | CHECK-OUT |
| 10-04-2025 | 07:28:08 AM | ICT | CHECK-IN |
| 09-04-2025 | 05:03:22 PM | ICT | CHECK-OUT |
| 09-04-2025 | 07:25:18 AM | ICT | CHECK-IN |
| 08-04-2025 | 05:02:36 PM | ICT | CHECK-OUT |
| 08-04-2025 | 07:23:41 AM | ICT | CHECK-IN |
| 07-04-2025 | 05:02:35 PM | ICT | CHECK-OUT |
| 07-04-2025 | 07:25:17 AM | ICT | CHECK-IN |
| 05-04-2025 | 05:06:21 PM | ICT | CHECK-OUT |
| 05-04-2025 | 07:22:24 AM | ICT | CHECK-IN |
| 04-04-2025 | 05:02:04 PM | ICT | CHECK-OUT |



Attendance History

| Date | Station | Check In | Check Out |
|------------|---------|----------|-----------|
| 23-04-2025 | ICT | 7:33 AM | |
| 22-04-2025 | ICT | 7:35 AM | 5:04 PM |
| 21-04-2025 | ICT | 7:47 AM | 5:01 PM |
| 20-04-2025 | ICT | 7:44 AM | 5:01 PM |
| 19-04-2025 | ICT | 7:47 AM | 5:00 PM |
| 11-04-2025 | ICT | 7:28 AM | 5:04 PM |
| 10-04-2025 | ICT | 7:28 AM | 5:06 PM |
| 09-04-2025 | ICT | 7:25 AM | 5:04 PM |
| 08-04-2025 | ICT | 7:24 AM | 5:03 PM |
| 07-04-2025 | ICT | 7:25 AM | 5:03 PM |
| 05-04-2025 | ICT | 7:22 AM | 5:07 PM |
| 04-04-2025 | ICT | 7:24 AM | 5:02 PM |
| 03-04-2025 | ICT | 7:31 AM | 5:04 PM |
| 02-04-2025 | ICT | 7:28 AM | 5:03 PM |
| 01-04-2025 | ICT | 7:30 AM | 5:04 PM |
| 31-03-2025 | ICT | 7:35 AM | 5:03 PM |
| 26-03-2025 | ICT | 7:30 AM | 5:04 PM |
| 25-03-2025 | ICT | 7:37 AM | 5:03 PM |
| 24-03-2025 | ICT | 7:40 AM | 5:03 PM |



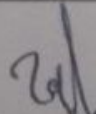
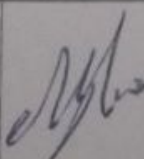
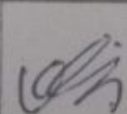
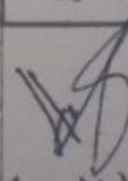
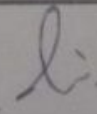
29th Mar 2025 to 25th Apr 2025 For DC Department(NOC Section Assign & Thingyan Holiday OT)

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|-----------|-----------|-----------|----------|----------|----------|----------|
| | 3/29/2025 | 3/30/2025 | 3/31/2025 | 4/1/2025 | 4/1/2025 | 4/3/2025 | 4/4/2025 |
| Hkun Kyaw | - | - | - | - | - | - | - |
| Ye Lio Hkun | - | Assign | - | - | - | - | - |
| Zay Min Hsat | - | - | - | - | - | - | - |

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|----------|----------|----------|----------|----------|-----------|-----------|
| | 4/5/2025 | 4/6/2025 | 4/7/2025 | 4/8/2025 | 4/9/2025 | 4/10/2025 | 4/11/2025 |
| Hkun Kyaw | - | Assign | - | - | - | - | - |
| Ye Lio Hkun | - | - | - | - | - | - | - |
| Zay Min Hsat | - | - | - | - | - | - | - |

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 4/12/2025 | 4/13/2025 | 4/14/2025 | 4/15/2025 | 4/16/2025 | 4/17/2025 | 4/18/2025 |
| Hkun Kyaw | | | | | | | |
| Ye Lio Hkun | Thingyan Holiday OT | Thingyan Holiday OT | Thingyan Holiday OT | Thingyan Holiday OT | Thingyan Holiday OT | | |
| Zay Min Hsat | | | | | | Thingyan Holiday OT | Thingyan Holiday OT |
| Nyi Nyi Lwin | Thingyan Holiday OT | | | | | | Thingyan Holiday OT |
| Wai Moe Go | | | | | | | |

| | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------|---------------------|---------------------|---------------------|-----------|-----------|-----------|-----------|
| | 4/19/2025 | 4/20/2025 | 4/21/2025 | 4/22/2025 | 4/23/2025 | 4/24/2025 | 4/25/2025 |
| Hkun Kyaw | | | | - | - | - | - |
| Ye Lio Hkun | | | | - | - | - | - |
| Zay Min Hsat | Thingyan Holiday OT | Thingyan Holiday OT | Thingyan Holiday OT | - | - | - | - |
| Nyi Nyi Lwin | | | | - | - | - | - |
| Wai Moe Go | Thingyan Holiday OT | Thingyan Holiday OT | Thingyan Holiday OT | - | - | - | - |

| | | | | | | | |
|---|---|---|---|---|---|--|---|
| Prepared By | | | | | Check By DHI | | Approved By AGM |
| Hkun Kyaw | Ye Lio Hkun | Zay Min Hsat | Nyi Nyi Lwin | Wai Moe Go | Aung Ko Ko | | Arker Lin |
|  |  |  |  |  |  | |  |

| Designation | EmployeeName | Department | BusinessUnit | Station | Date1 | TimeIn | TimeOut | TimeInLocation | TimeOutLocation |
|---------------------|------------------|-------------|--------------|---------|------------|-------------|-------------|----------------|-----------------|
| Assistant Dept Head | Nyi Nyi Lwin (4) | Data Center | Be The First | BTF | 12/04/2025 | 07:58:06 AM | 05:00:31 PM | UMG Other | ICT |
| Assistant Dept Head | Nyi Nyi Lwin (4) | Data Center | Be The First | BTF | 18/04/2025 | 07:56:09 AM | | ICT | |
| Network Engineer | Zay Min Htet(1) | Data Center | Be The First | BTF | 18/04/2025 | 07:42:48 AM | 05:02:08 PM | ICT | ICT ✓ |
| Network Engineer | Zay Min Htet(1) | Data Center | Be The First | BTF | 17/04/2025 | 07:37:45 AM | 05:01:25 PM | ICT | ICT ✓ |
| Network Engineer | Zay Min Htet(1) | Data Center | Be The First | BTF | 20/04/2025 | 07:39:32 AM | 05:00:18 PM | ICT | ICT ✓ |
| Network Engineer | Zay Min Htet(1) | Data Center | Be The First | BTF | 19/04/2025 | 07:34:10 AM | 05:00:40 PM | ICT | ICT ✓ |
| Network Engineer | Zay Min Htet(1) | Data Center | Be The First | BTF | 21/04/2025 | 07:32:21 AM | 05:02:07 PM | ICT | ICT ✓ |
| Network Engineer | Zay Min Htet(1) | Data Center | Be The First | BTF | 15/04/2025 | 07:53:25 AM | 05:23:17 PM | ICT | ICT ✓ |
| Network Engineer | Ye Lin Htun(3) | Data Center | Be The First | BTF | 14/04/2025 | 07:48:47 AM | 05:14:56 PM | ICT | ICT ✓ |
| Network Engineer | Ye Lin Htun(3) | Data Center | Be The First | BTF | 13/04/2025 | 07:45:45 AM | 06:13:28 PM | ICT | ICT ✓ |
| Network Engineer | Ye Lin Htun(3) | Data Center | Be The First | BTF | 16/04/2025 | 07:54:50 AM | 05:03:00 PM | ICT | ICT ✓ |
| Network Engineer | Ye Lin Htun(3) | Data Center | Be The First | BTF | 12/04/2025 | 07:39:52 AM | 05:04:06 PM | ICT | ICT ✓ |
| Network Engineer | Ye Lin Htun(3) | Data Center | Be The First | BTF | 19/04/2025 | 07:40:34 AM | 05:00:06 PM | ICT | ICT ✓ |
| Senior Staff | Wai Moe Oo (2) | Data Center | Be The First | BTF | 21/04/2025 | 07:47:14 AM | 05:00:34 PM | ICT | ICT ✓ |
| Senior Staff | Wai Moe Oo (2) | Data Center | Be The First | BTF | 20/04/2025 | 07:43:25 AM | 05:00:45 PM | ICT | ICT ✓ |
| Senior Staff | Wai Moe Oo (2) | Data Center | Be The First | BTF | | | | | |