

OVERTIME SUMMARY RECORD

Name	Position	
Site	Month	

					Signature
No.	Duty Start	Duty End	Total Hours	Description	Ву
	•	,		·	Manager
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total Hour					
Rate/Hour (RM)					
Amount (RM)					

Request by:	Checked by : (Manager)	Approved by (Director)	
	(Signature) Name: Date:	(Signature) Name: Date:	

REF NO.: SLG/HR-A/FRM/OSR12/1.1	ISSUE NO : 01	REVISION NO.:01	EFFECTIVE DATE: 01 MARCH 2021
REF NO SLG/HR-A/FRIVI/OSK 12/1.1	1330E NO 01	KEVISION NOUI	EFFECTIVE DATE. UT WARGE 2021