



OVERTIME SUMMARY RECORD

Name		Position	
Site		Month	

No.	Duty Start	Duty End	Total Hours	Description	Signature By 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)	(Signature)	(Signature)
Name:	Name:	Name:
Position	Date:	Date:
Date		