**流程优化申请表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **流程名称** | | **加班申请** | | | | **涉及部门** | | **总务部** | | | | | |
| **申请人** | | **沈晓** | | | | **申请日期** | | **2019/9/25** | | | | | |
| **修改前流程及弊端** | **目前公司加班申请系统只能统计12点前的加班，超出12点的就要走特殊流程**  **弊端是，降低员工加班积极性，影响公司项目进度，造成项目Delay。** | | | | | | | | | | | | |
| **修改后流程内容** | **系统修改考勤确认流程：**  **1、早上八点前的打卡，确认下是否为前一天下班未打卡，** | | | | | | | | | | | | |
| **优**  **化**  **意**  **义** |  | | | | | | | | | | | | |
| **审**  **核**  **会**  **签** |  | | | | | | | | | | | | |
| **打分** | **签名** | |  |  |  | |  | |  |  |  |  |  |
| **打分** | |  |  |  | |  | |  |  |  |  |  |
| **平均分** | |  | | | | | | | | | | |

**注释：打分为10分制，流程试行一个月以后打分；平均分6分以下需要重新制定；6-8分讨论是否要修改；8分以上无需修改；**