

FUJITSU GLOBAL DELIVERY CENTER - PHILIPPINES
WESERV SYSTEMS INTERNATIONAL, INC.
INTER-OFFICE MEMORANDUM

To: **Payroll Specialist**
Thru: Mary Joy Pili
From: **Go, Zachary**
Copies to: Cabibihan, Antonio Jr
Subject: **OT for September 20, 2023 not reflected**

Date: 8-Nov
Ref. No. HRC0456510

I would like to request to process my approved overtime on September 20, 2023 which wasn't reflected in payroll and sunfish.

Requested by:

Go, Zachary
Application systems Engineer / Constant - JDU SSS

Noted by: <or Recommending Approval, as needed>

abibihan, Antonio Jr
Cabibihan, Antonio Jr - JDU-SSS

Reviewed by: <as needed>

Reviewer's Name
<Position/ Title and Department Name

Approved by:

<APPROVER'S NAME 1>
<Position Title>

<APPROVER'S NAME 2>
<Position Title>

<APPROVER'S NAME 3>
<Position Title>