LHPMC-HRD-OS

REV. 0

15 FEB 2016



**OVERTIME SLIP**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **DATE** | **OT TIME-IN** | **OT TIME-OUT** | **NO. OF HOURS** | **PURPOSE** |
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**Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorded by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature over Printed Name) (Immediate Superior/Dept. Head) (HR)

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**OVERTIME SLIP**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorded by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature over Printed Name) (Immediate Superior/Dept. Head) (HR)