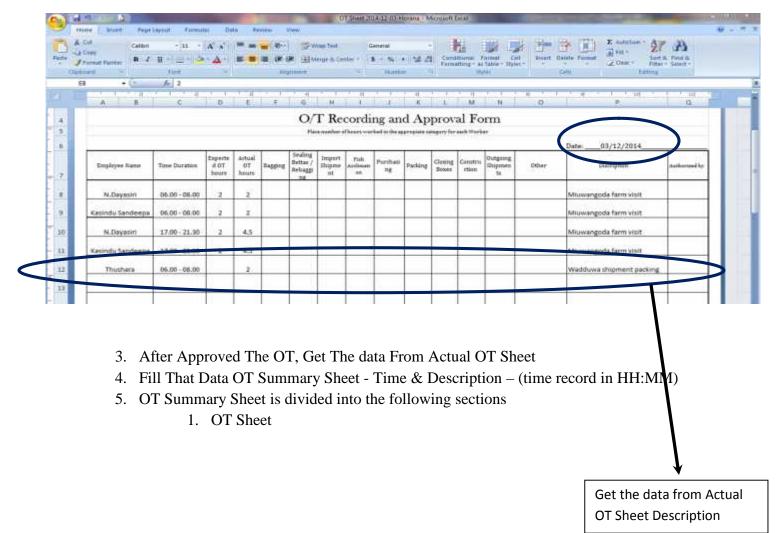
Teknowledge Shared Services (pvt) Ltd

OPR FOR OT SUMMARY REPORT

Subject	How to Complete SL Horana OT Summary Report
Department	Labor Management
Recorder	Dilumi Menuka
Approved by	Dilan Maduranga
Created date	14/01/2015
Last updated	20/03/2016
No. of pages including this page	02

SL Horana OT Summary Report

- 1. Farm manager send the actual OT sheet after the production date
- 2. Then discuss with the farm manager & approved the OT



- Normal OT After The Normal working Time Eg, working Hrs Is 8:00am to 17:00pm but he work to 17:30 then he get the 0:30 minutes OT Hrs
- Double OT Mercantile Holiday Or Sundays

2. OT Summary Sheet

