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| **Nombre del empleado:** | | |  | | | | | |
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| **Departamento:** | |  | | | | | | |
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| **Periodo correspondiente a la catorcena:** | | | | |  | | | |
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| **Horas extras** | | | | | | | | **Justificación** |
| **Fecha** | **Hora de entrada** | | | **Hora de salida** | | **No. de horas laboradas** | **Firma** |
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| **Total de horas extras laboradas en la catorcena** | | | | | |  |  | |

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**Jefe de departamento**