

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	01/08/2022
Contract Number	4400015677
Contractor Employee Name:	Ahmad A. Faloudah
Contractor Name:	Saudi Business Machines Ltd "SBM"
Estimated Time Request & Dates:	01/08/2022 TO 31/08/2022
Total No. of Hours Requested:	25
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1- Assign several projects
- 2- Follow up Invoices payment & expected invoices with Team
- 3- Approve invoices for all project managers' due to the modernization of systems
- 4- Prepare & review the procedures of Div.
- 5- Training new employee
- 6- Export report from DB
- 7- Help some employees to insert the invoices in DB
- 8- Follow up with PMs for matching projects with the current situation in EPM

Reason / Justification

Assign him several projects, invoices, reports

NOTE:

This Overtime Pre Approval Form must be filled-out and approved before working overtime.
 The Authorized Approver as per approved OT matrix in ITC.
 The Form is to be Approved by Division Manager or Above.

Authorized Manager:

Division Manager		Department Manager	
Name	Abdullah M. Al-Talhah	Name	
Badge#		Badge#	
Division	Manager, Project Execution	Department	
Signature		Signature	
Date		Date	

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	From 01 / 08 / 2022 To 31 / 08 / 2022
Contract Number	4400015677
Contractor Employee Name:	HANI MOHAMMED AHMED WAHBAH
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED (SBM)
Estimated Time Request & Dates:	(4) Hours 07/08/2022 - (3) Hours 08/08/2022 - (4) Hours 15/08/2022 - (4) Hours 16/08/2022 - (3) Hours 24/08/2022 -
Total No. of Hours Requested:	18 HOURS
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1- Prepare a report on the details of all DID telephone services, such as those for which only a fixed monthly fee and no call fee are charged.
- 2- Preparing the study of transferring the payment automation through the SAP system.
- 3- Preparing a compliance report for the invoices received from the Saudi Telecom Company during the past six months (January 2022 to June) to determine what has already been paid and shown in the last invoice.

Reason / Justification

As mentioned above

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Authorized Manager:

Division Manager		Department Manager	
Name	Fares B Al-shatry	Name	SALEM M. ALGHTANY
Badge#	60458	Badge#	52817
Division	Communication Division	Department	I T C Network Operations Department
Signature		Signature	
Date	30/08/2022	Date	30/08/2022

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	31/08/2022
Contract Number	4400015677
Contractor Employee Name:	Muhammad Nasir Muhammad Mansha
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED (SBM)
Estimated Time Request & Dates:	22/08/2022 - 2 Hours 23/08/2022 - 2 Hours 24/08/2022 - 2 Hours 25/08/2022 - 2 Hours 28/08/2022 - 2 Hours 29/08/2022 - 2 Hours 30/08/2022 - 2 Hours 31/08/2022
Total No. of Hours Requested:	20
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1- Replace the switches H.W EOS
- 2- IOS Upgrade & Replace the switches H.W EOS
- 3- IOS Upgrade to close the Venurbility Issue
- 4- IOS Upgrade to close the Venurbility Issue
- 5- IOS Upgrade to close the Venurbility Issue
- 6- IOS Upgrade & Replace the switches H.W EOS

Reason / Justification

- 1- Replace the switches H.W EOS
- 2- IOS Upgrade & Replace the switches H.W EOS
- 3- IOS Upgrade to close the Venurbility Issue
- 4- IOS Upgrade to close the Venurbility Issue

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Authorized Manager:

Division Manager		Department Manager	
Name	Ahmad Al-Thobaiti	Name	Salem M. AlGhtany
Badge#	92914	Badge#	52817
Division	TC Network Operation Division	Department	Work Operation & Collaboration
Signature		Signature	
Date		Date	

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	28/08/2022
Contract Number	4400015677
Contractor Employee Name:	Mohammed AbdelHamed AINsour
Contractor Name:	HAKA
Estimated Time Request & Dates:	# New Project Scope Preparations 12/08/2022 # New Project Scope Preparations 13/08/2022 # DR Drill 14/08/2022 # Servers Relating Tool Data Preparation 20/08/2022 # Servers Relating Tool 26/08/2022 # RFQ Service Blue Print 27/08/2022
Total No. of Hours Requested:	33 Hours
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1) New Project Scope Preparations
- 2) Integration DataBase Change ing for material and HR structure
- 3) DR Drill
- 4) SLA new Saudi Company For Purchasing Energy RFQ Service Blue Print
- 5) Server info and Application info Relating Tool


Reason / Justification

Critical task affects critical system should be done off-work hours .
 Urgent Tasks need to be Finished As soon As Possible.

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Authorized Manager:

Division Manager			
Name	Mohammed A AlSalmi		
Badge#	85472		
Division	Assets Change Management		
Signature			
Date	29/08/2022		

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	1/8/2022
Contract Number	4400015677
Contractor Employee Name:	Mustafa Mamdouh Alshaikh
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED (SBM)
Estimated Time Request & Dates:	Hours (3) 05/08/2022 -Hours (3) 06/08/2022 -Hours (3) 12/08/2022 -Hours (3) 13/08/2022 -Hours (3) 19/08/2022 -Hours (3) 20/08/2022 -Hours (3) 26/08/2022 -Hours (3) 27/08/2022
Total No. of Hours Requested:	24
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- متابعة أعمال قراءة العدادات -1
 - دعم أجهزة القراءة -2
 - دعم المرحلة الانتقالية لنظام-3 UMRS
 - الصيانة الدورية لنظام -4 HPAC
 - كتابة -5
- وتعديل بعض نطاقات العمل للمشاريع في مجموعة المساندة الفنية

Reason / Justification

As mentioned above

NOTE: ⚠

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Authorized Manager:

Division Manager		Department Manager	
Name		Name	Mubarak F. Alshaibani
Badge#		Badge#	60467
Division		Department	ITC Services
Signature		Signature	
Date		Date	1/8/2022

ITC / ERP Manpower OVERTIME - Pre Approval Form

Date of Request :	1/8/2022
Contract Number	4400015677
Contractor Employee Name:	Saheb Ali Zuber Syed
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED(SBM)
Estimated Time Request & Dates:	4 Hours 23/08/2022 , 2 Hours 25/08/2022 , 4 Hours 27/08/2022 , 3 Hours 28/08/2022
Total No. of Hours Requested:	13 Hours
Method of Compensation:	<input checked="" type="checkbox"/> Paid Overtime

Task To be Completed

- 1- New Control Room in the Training Center Building Network Room for Arrange the Cabinet Network Cables & Installed the New Switch POE.
- 2 - 8 New Network Point Activated in the New Control Room.
- 3 - Connected the Laptop to the Projector in Millennium Hotel for the Meeting Distribution Dept.



Reason / Justification

- 1-New Control Room in the Training Center Building Network Room for Arrange the Cabinet Network Cables & Installed the New Switch POE.
- 2 - 8 New Network Point Activated in the New Control Room.
- 3 - Connected the Laptop to the Projector in Millennium Hotel for the Meeting Distribution Dept.

NOTE:

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Authorized Manager:

Division Manager		Department Manager	
Name	Mubarak F. Al-Shaibani	Name	
Badge#	60467	Badge#	
Division	ITC Services	Department	
Signature		Signature	
Date	1/9/2022	Date	