



**Spark Global Tech**  
systems, inc.  
"Converging Technologies"

OFFICIAL BUSINESS - OVERTIME - CHANGE SHIFT

NAME:

DATE FILED:

POSITION:

EMPLOYEE NO.

☐ OFFICIAL BUSINESS

DATE		TIME		DESTINATION		PURPOSE
From	To	From	To	From	To	

☐ OVERTIME

DATE RENDERED		TIME		NO. OF HOURS	WORK TO BE DONE
From	To	From	To		

☐ CHANGE SHIFT

INCLUSIVE DATES		SHIFT SCHEDULE		REMARKS
From	To	From	To	

PREPARED BY:	RECOMMENDING APPROVAL:	APPROVED BY:
Signature over Printed Name	Immediate Supervisor	HR/Division Head



**Spark Global Tech**  
systems, inc.  
"Converging Technologies"

OFFICIAL BUSINESS - OVERTIME - CHANGE SHIFT

NAME:

DATE FILED:

POSITION:

EMPLOYEE NO.

☐ OFFICIAL BUSINESS

DATE		TIME		DESTINATION		PURPOSE
From	To	From	To	From	To	

☐ OVERTIME

DATE RENDERED		TIME		NO. OF HOURS	WORK TO BE DONE
From	To	From	To		

☐ CHANGE SHIFT

INCLUSIVE DATES		SHIFT SCHEDULE		REMARKS
From	To	From	To	

PREPARED BY:	RECOMMENDING APPROVAL:	APPROVED BY:
Signature over Printed Name	Immediate Supervisor	HR/Division Head