		<b>Global T</b> ( m s , i Technologies"	ech n c.	OFFICIA	AL BUSINES	S - OVERTIN	ЛЕ - CHANGE SHIFT	
NAME:					DATE FILED:			
POSITION:					EMPLOYEE NO.			
			OFFICIAL B	USINESS				
DATE		TIME		DESTINATION		PURPOSE		
From	То	From	То	From	То			
			OVERTIME					
DATE RENDERED		TIME		NO. OF	NO. OF HOURS		WORK TO BE DONE	
From	То	From	То					
			CHANGE S	HIFT				
INCLUSIV	/E DATES	SHIFT SCHEDULE			REMARKS			
From	То	From	То					
PREPARED BY:				ECOMMENDING APPROVAL: APPROVED BY:				
Signature	e over Printe	ed Name	Immediate Supervisor			HR/Division Head		
	Spark Gl s y s t e r "Converging Te	obal Tec m s , i n echnologies"	ch c.	OFFICIA	AL BUSINES	S - OVERTIN	ЛЕ - CHANGE SHIFT	
NAME:			DATE FILED:			):		
POSITION:				EMPLOYEE NO.				
			OFFICIAL B	USINESS				
DATE		TIME		DESTINATION			PURPOSE	
From	То	From	То	From	То			
			OVERTIME	<u> </u>				
DATE RENDERED		TIME		NO. OF HOURS			WORK TO BE DONE	
From	То	From	То					
,			CHANGE S	HIFT				
INCLUSIVE DATES		SHIFT SCHEDULE			REMARKS			
From	То	From	То					

**RECOMMENDING APPROVAL:** 

Immediate Supervisor

APPROVED BY:

HR/Division Head

PREPARED BY:

Signature over Printed Name