

HAIGAZIAN UNIVERSITY

OVER TIME APPLICATION

Form HR004

| This OT Form should | d be submit | ted dulv apr | proved to the | e HRD prior | to anv OT to | ask .otherwi | ise it will be | automatica | Ilv reiected. | | |
|--|-------------|--------------|---------------|-------------|--------------|---------------|----------------|-------------|---------------|------------------|-------|
| O/T SHEET DATE | | y <u> y</u> | | · · | APPROV | | | | , ., | | |
| EMPLOYEE NAME | | | | | TITLE | | | | | | |
| DEPARTMENT | | | | | TASK | | | | | | |
| O/T WEEKLY PLAN | MON | | TUE | | WED | | THU | | FRI | | |
| DATE | | | | | | | | | | | |
| | FROM | ТО | FROM | то | FROM | ТО | FROM | ТО | FROM | то | |
| TIME | | | | | | | | | | | TOTAL |
| REAL O/T HOURS | - | | | | | | | • | | | |
| FACTOR | | | | | | | | | | | |
| PAYABLE HOURS | | | | | | | | | | | |
| | SAT | | SUN | | HOLIDAY | | Ī | Personnel / | Pavroll | | |
| O/T WEEKLY PLAN | SA | AT | 30 | JIN | HOL | IDAT | <u>l</u> | Personner/ | . ayı on | | |
| O/T WEEKLY PLAN DATE | Si | AT | 31 | JIV | HOL | IDAT | | Personner/ | r uyron | | |
| | FROM | ТО | FROM | TO | FROM | ТО | | Personner/ | . ayı on | | |
| | | | | | | | TOTAL | rersonner/ | i uyi oli | | |
| DATE | | | | | | | | rersonner/ | . uy. o.i | | |
| DATE TIME | | | | | | | | rersonner/ | . uy. o.i | | |
| TIME REAL O/T HOURS | | | | | | | | rersonner/ | i uyi oli | | |
| TIME REAL O/T HOURS FACTOR PAYABLE HOURS | | | | | FROM | ТО | TOTAL | | · | VAL | |
| TIME REAL O/T HOURS FACTOR | | | | | FROM | TO RTIME CONF | TOTAL | | SING APPRO | VAL HR MANAG | ER |
| TIME REAL O/T HOURS FACTOR PAYABLE HOURS | | | | ТО | FROM | TO RTIME CONF | TOTAL | & PROCESS | SING APPRO | | ER |
| TIME REAL O/T HOURS FACTOR PAYABLE HOURS | | | | ТО | FROM | TO RTIME CONF | TOTAL | & PROCESS | SING APPRO | | ER |
| TIME REAL O/T HOURS FACTOR PAYABLE HOURS | | | | ТО | FROM | TO RTIME CONF | TOTAL | & PROCESS | SING APPRO | | ER |