

## **OVERTIME REQUEST FORM**



EMPLOYEE NAMEJOB TITLEEMPLOYEE IDLOCATIONSalman YousofReceptionist2857Majdoul

MONTHLY SALARY

5000.00

DATE	START TIME	END TIME	OVERTIME HOURS	REMARKS
23-Mar-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
26-Mar-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
27-Mar-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
28-Mar-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
29-Mar-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
30-Mar-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
2-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
3-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
4-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
5-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
6-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
9-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
10-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
11-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
12-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
13-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
16-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
17-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
18-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
19-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan
20-Apr-23	10:00 PM	12:00 AM	2	8 hours duty during Ramadhan

Total Overtime Hours 42.00 Total Amount SAR 1,270.16

General Remarks: 8 hours duty during Ramadhan as required by Shelkh Abdulaziz

APPROVAL

PROJECT MANAGER

DATE OF APPROVAL

APPROVED BY:

22/01/2024