

COMPANY EMPLOYEE OVERTIME APPLICATION FORM

Employee overtime application form

Application sector	Production Department			
reason for overtime	Need to rush to produce Mid-Autumn Mooncakes			
Overtime staff list and overtime hours				
serial number	Name	Overtime		
		rise	end	hours
1	Xiao Jing	9/14/2012 8:30	9/14/2012 23:00	14.5
2	Xiao Yuan	9/14/2012 8:30	9/15/2012 23:00	14.5
3	Xiao Mi	9/14/2012 8:30	9/16/2012 23:00	14.5
4	Xiaofen	9/14/2012 8:30	9/17/2012 23:00	14.5
5	Ozawa	9/14/2012 8:30	9/18/2012 23:00	14.5
6	Xiaojing	9/14/2012 8:30	9/19/2012 23:00	14.5
7	Xiao Xiao	9/14/2012 8:30	9/20/2012 23:00	14.5
8	Xiaoling	9/14/2012 8:30	9/21/2012 23:00	14.5
9	Xiaoyue	9/14/2012 8:30	9/22/2012 23:00	14.5
10	Xiaodong	2012/9/14 8:30	2012/9/23 23:00	14.5

General manager: Xiaoyi Administration Department: Xiaoyun Finance Department: Xiaoqing

Administrative Uncontrollable Overtime Manual

Judd E. Hollander



Administrative Uncontrollable Overtime Manual:

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