| | | | | | | OVERTIME SLIP Monthly Records | |
|--------------------------|------------|-----------------|-------|------------|--------|--------------------------------|--|
| Format No.: | | | | | | | |
| Departm | ent / Loca | ation / Area: | | | | | |
| Month: | | | | | | | |
| Workma | n Name: | | | | | | |
| Job / Work order Details | | | Time | | | | |
| Date | Job No. | Job Description | Hours | Start | Finish | Supervisor Sign. | |
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| Name of Manager: | | | S | Signature: | | | |