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| --- |
| **Batch Overtime Request Form** |
|  **Date**\***：** |
| **Requester**\* |  | **Department \*** |  |
| **Total Overtime Hours** \* |  |
| **NO.** | **Overtime Start Time\*** | **Overtime End Time\*** | **Overtime Reason\*** | **Overtime Type\*** | **Overtime Hours\*** |
|  |  |  |  |  |  |
| **Total Overtime Hours** |  |
| **Remarks** |  |