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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** |  | | | | | |