Overtime and conference timesheet

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| NAME |  | DEPARTMENT |  |
| TO |  | WEEK ENDING |  |

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|  |  | CONFERENCES ONLY |
| \*DATE | TIME WORKED | TOTALHOURS | O.T.RATE | Workorder | REASONFOROVERTIME | NORMALHOURS | OVERTIME | BOOKINGNO. |
| FROM | TO |  |
| SUNDAY |  |  |  |  |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |  |  |  |
| SATURDAY |  |  |  |  |  |  |  |  |  |

\* PLEASE STATE IF BANK HOLIDAY OR CUSTOMARY DAY

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| WORKERS SIGNATURE  |
| DEPARTMENT AUTHORISATION:  |