Overtime and conference timesheet

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

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|  |  | | | | | | | CONFERENCES ONLY | | |
| \*DATE | | TIME WORKED | | TOTAL HOURS | O.T. RATE | Workorder | REASON FOR OVERTIME | NORMAL HOURS | OVERTIME | BOOKING NO. |
| 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: |