**OT Record**  For the month:\_\_Aug 2017\_

Name of staff:\_\_\_\_\_\_\_\_\_Yeung Cheuk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | 6/8/2017 | Project Name: | HKPL  NCWPL, TMPL | | | S.O No | CC05924  CC05925 |
| Work/w | 1 Day | O T Time: | 09:00 - 17:00 | Weekday | Holiday | Approved by: |  |
|  | yes |
| Date | 13/8/2017 | Project Name: | HKPL  SKPL, LFPL | | | S.O No | CC05931  CC05933 |
| Work/w | 1 Day | O T Time: | 09:00 - 17:00 | Weekday | Holiday | Approved by: |  |
|  | Yes |
| Date |  | Project Name: |  | | | S.O No |  |
| Work/w |  | O T Time: |  | Weekday | Holiday | Approved by: |  |
|  |  |
| Date |  | Project Name: |  | | | S.O No |  |
| Work/w |  | O T Time: |  | Weekday | Holiday | Approved by: |  |
|  |  |
| Date |  | Project Name: |  | | | S.O No |  |
| Work/w |  | O T Time: |  | Weekday | Holiday | Approved by: |  |
|  |  |

Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total: Weekday \_\_\_\_\_\_\_\_day(s)

Holiday \_\_\_2\_\_\_day(s)  
 Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_