Dean/Director/Head of Department



## **MANAGEMENT SERVICES DIVISION**

## EXTRA WORKING HOURS CLAIM FORM BASIC SALARY ABOVE RM 2,000

	IN <sup>7</sup>	TERNATIONA MONTH_	L ISLA	MIC UNIVE YEAR _	RSITY	MALAY	SIA						
Name Staff No Dept.Code	:	Salary Scale Position Department			<u>:</u> <u>:</u> :			- - -	Basic : Ext : Schedule time 7.30an			-	
*On covering	☐ On Covering Assignment ☐ Not on Covering Assignment g, the calculation will be started 2 hour	rs 15 minute afte	er end of	working hour	:					8.00am 8.30am	- 5.00pm - 5.30pm - 6.00pm	1 1	
*Please attac	ch the supporting document PARTICULAR	TIME		NORMAL	SATURDAY Normal Hours OT				SUNDAY				
		From	То	DAY (1.5)	1 - 4 (0.5)		OT >8 (1.5)	1 - 4 (0.5)	4 - 8 (1.0)	OT >8 (2.0)	8 (2.0)	>8   (3.0)	
	Total Hours												
	TAL HOURS CLAIMEDHRS		recomme	nd the above	claim	_		I hereb	y approv	ed the a	bove clai	im	
(Signature of Applicant)			(Signature) (Official stamp)					(Signature) (Official stamp)					

Immediate Supervisor