# 華益（林氏）集團
# Lam Construction Group

## 職員超時工作記錄表
## Overtime Record Form

| 職員姓名<br>**Name :** | 職位<br>**Position :** | 級別<br>**Grade :** |
|---|---|---|

| 日期 Date | | 工作地點 Work Location | 工作時間 Working Hours | | | | | 時數 No. of Hrs | 負責人 Responsible Person | 備註 Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| 月 M | 日 D | | 上午 AM | 下午 PM | 逾時工作 Overtime Hours | 至 to | | | | |
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| **Total OT** | 總時數 | 小時 Hrs | |
| **Total Amount** | 總計 HK$ | | |

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| 職員簽名<br>**Employee's Signature** | 營運/行政總監批核<br>**BUOO/BUEO's Approval** |
| **Date** 日期 | **Date** 日期 |

流程　　申請人 → 業務/行政經理『營運/行政總監(如需要者)』→ 人力資源及行政部
*Routing : Employee → BUDH/GSDH『BUOO/BUEO(if necessary)』→ HR & Administration Department*