

 <p>الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA يُؤْتِيهِمُ رَبِّيهِمْ إِسْلَامًا إِذْ يُبْرِئُونَ بَإِذْنِ اللَّهِ أَنْبِيَاءَ بَدِئَهُمُ الْإِسْلَامَ</p>	MANAGEMENT SERVICES DIVISION
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OVERTIME CLAIM FORM BASIC SALARY BELOW RM 2,000

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
MONTH _____ YEAR _____

Name : _____	Salary Scale : _____	Basic : _____
Staff No : _____	Position : _____	Ext : _____
Dept.Code : _____	Department : _____	Schedule time in :

	7.30am - 4.30pm
	8.00am - 5.00pm
	8.30am - 5.30pm
	9.00am - 6.00pm

Please Tick: On Covering Assignment
 Not on Covering Assignment

*On covering, the calculation will be started 2 hours 15 minute after end of working hour.
*Please attach the supporting document

DATE/DAY	PARTICULAR	TIME		NORMAL DAY (1.5)	SATURDAY			SUNDAY			PUBLIC HOLIDAY	
		From	To		Normal Hours		OT	Normal Hours		OT	8	>8
					1 - 4 (0.5)	4 - 8 (1.0)		>8 (1.5)	1 - 4 (0.5)			
	Total Hours											

GRAND TOTAL HOURS CLAIMED ____HRS

I hereby declare the above claim is true I hereby recommend the above claim I hereby approved the above claim

_____ (Signature of Applicant)	_____ (Signature) (Official stamp) Immediate Supervisor	_____ (Signature) (Official stamp) Dean/Director/Head of Department
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