**OVERTIME SHEET**

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| **DEPARTMENT NAME** | | **WEEK START DATE** | **WEEK END DATE** | | | |  |  |
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| **MANAGER NAME** | | **MANAGER PHONE** | **MANAGER EMAIL** | | | | | |
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| OVERTIME OPPORTUNITY DESCRIPTION | | | | | SIGN-UP | | |
| **PROJECT NAME** | **TASK DESCRIPTION** | **TASK**  **START**  **DATE** | **TASK**  **END**  **DATE** | **NO. OF OVERTIME HOURS REQUIRED  PER TASK** | **EMPLOYEE NAME** | **DATE** | **NO. OF OVERTIME HOURS PER EMPLOYEE SIGN-UP** |
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