

**Questionnaire 02**

All Working Hours will be considered as OT for the defined Days/ Dates

Select OT **DAYS** below

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Sunday
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Enter OT **DATES** Below


Mark Proxy for **ABSENT** Employees on **OT DATES**  
(Does **NOT** Proxy for **OT DAYS**)

ADD Balance **NORMAL** Hours for **PRESENT** Employees on **OT DATES**  
(Does **NOT** add for **OT DAYS**)

Violet = Paid Leave  
Indigo = Maternity  
Blue = Business Travel  
Green = PH  
Red = Suspension

Select a Flag to Mark the Attendance for the above  
ENTERED **OT DATES**

Flag: