

**Overtime Requesting: Processing / Packaging / Palletizing**

<b>If You Are A....</b>	<b>&amp; You Want To Work This Date</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter End Time</b>
1 <sup>st</sup> Shift PMO / Specialist / Processing Operator / Coordinator	3/20	3/20	3/20	7am (full day)	3:30pm (full day)
	3/20	3/20	3/20	3am (in early)	7am (in early)
	3/20	3/20	3/20	3:30pm (stay over)	7:30pm (stay over)
2 <sup>nd</sup> Shift PMO / Specialist / Processing Operator / Coordinator	3/20	3/20	3/20	3pm (for full day)	11:30pm (full day)
	3/20	3/20	3/20	11am (in early)	3pm (in early)
	3/20 to 3/21	3/20	3/21	11:30pm (stay over)	3:30am (stay over)
3 <sup>rd</sup> Shift PMO / Specialist / Processing Operator / Coordinator	3/20 to 3/21	3/20	3/21	11pm (for full day)	7:30am (full day)
	3/20	3/20	3/20	7pm (in early)	11pm (in early)
	3/21	3/21	3/21	7:30am (stay over)	11:30am (stay over)
12 Hr Day Shift PMO / Specialist / Processing Operator / Coordinator	3/20	3/20	3/20	7am (8 hour – 1 <sup>st</sup> shift)	3:30pm (8 hour – 1 <sup>st</sup> shift)
	3/20	3/20	3/20	3am (in early)	7am (in early)
	3/20	3/20	3/20	3:30pm (stay over)	7:30pm (stay over)
12 Hr Night Shift PMO / Specialist / Processing Operator / Coordinator	3/20 to 3/21	3/20	3/21	11pm (8 hour – 3 <sup>rd</sup> shift)	7:30am (8 hour – 3 <sup>rd</sup> shift)
	3/20	3/20	3/20	7pm (in early)	11pm (in early)
	3/21	3/21	3/21	7:30am (stay over)	11:30am (stay over)
1st Shift UT/ CET/ FST/ Robot	3/20	3/20	3/20	7:18am (full day)	3:30pm (full day)
	3/20	3/20	3/20	3:18am (in early)	7:18am (in early)
	3/20	3/20	3/20	3:30pm (stay over)	7:30pm (stay over)
2nd Shift UT/ CET/ FST/ Robot	3/20	3/20	3/20	3:18pm (full day)	11:30pm (full day)
	3/20	3/20	3/20	11:18am (in early)	3:18pm (in early)
	3/20 to 3/21	3/20	3/21	11:30pm (stay over)	3:30am (stay over)
3 <sup>rd</sup> Shift UT/ CET/ FST/ Robot	3/20 to 3/21	3/20	3/21	11:18pm (full day)	7:30am (full day)
	3/20	3/20	3/21	7:18pm (in early)	11:18pm (in early)
	3/21	3/21	3/21	7:30am (stay over)	11:30am (stay over)

**Overtime Requesting: Quality**

<b>If You Are A....</b>	<b>&amp; You Want To Work This Date</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter End Time</b>
Day Shift PCA 12 Hr.	3/20	3/20	3/20	6:30am (full day)	6:30pm (full day)
	3/20	3/20	3/20	6:30am (half day early)	12:30pm (half day early)
	3/20	3/20	3/20	12:30pm (half day over)	6:30pm (half day over)
Night Shift PCA 12 Hr.	3/20 to 3/21	3/20	3/21	6:30pm (full day)	6:30am (full day)
	3/20 to 3/21	3/20	3/21	6:30pm (half day early)	12:30am (half day early)
	3/21	3/21	3/21	12:30am (half day over)	6:30am (half day over)
Day Shift CLT 12 Hr.	3/20	3/20	3/20	6am (full day)	6pm (full day)
	3/20	3/20	3/20	6am (half day early)	12pm (half day early)
	3/20	3/20	3/20	12pm (half day over)	6pm (half day over)
Night Shift CLT 12 Hr.	3/20 to 3/21	3/20	3/21	6pm (full day)	6am (full day)
	3/20 to 3/21	3/20	3/21	6pm (half day early)	12am (half day early)
	3/21	3/21	3/21	12am (half day over)	6am (half day over)
1 <sup>st</sup> Shift Receiving	3/20	3/20	3/20	7:30am (full day)	3:30pm (full day)
	3/20	3/20	3/20	3:30am (in early)	7:30am (in early)
	3/20	3/20	3/20	3:30pm (stay over)	7:30pm (stay over)
2 <sup>nd</sup> Shift Receiving	3/20	3/20	3/20	3:30pm (full day)	11:30pm (full day)
	3/20	3/20	3/20	11:30am (in early)	3:30pm (in early)
	3/20 to 3/21	3/20	3/21	11:30pm (stay over)	3:30 (stay over)
3 <sup>rd</sup> Shift Receiving	3/20 to 3/21	3/20	3/21	11:30pm (full day)	7:30am (full day)
	3/20	3/20	3/20	7:30pm (in early)	11:30pm (in early)
	3/21	3/21	3/21	7:30am (stay over)	11:30am (stay over)

**Overtime Requesting: Sanitation**

<b>If You Are A....</b>	<b>&amp; You Want To Work This Date</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter End Time</b>
1 <sup>st</sup> Shift 8 Hr Sanitor	3/20	3/20	3/20	7:30am (full day)	3:30pm (full day)
	3/20	3/20	3/20	3:30am (in early)	7:30am (in early)
	3/20	3/20	3/20	3:30pm (stay over)	7:30pm (stay over)
1 <sup>st</sup> Shift 10 Hr Sanitor	3/20	3/20	3/20	7:30am (full day)	5:30pm (full day)
	3/20	3/20	3/20	5:30am (in early)	7:30am (in early)
3 <sup>rd</sup> Shift 8 Hr Sanitor	3/20 to 3/21	3/20	3/21	11:30 pm (full day)	7:30am (full day)
	3/20	3/20	3/20	7:30pm (in early)	11:30pm (in early)
	3/21	3/21	3/21	7:30am (stay over)	11:30am (stay over)
3 <sup>rd</sup> Shift 10 Hr Sanitor	3/20 to 3/21	3/20	3/21	11:30pm (full day)	9:30am (full day)
	3/21	3/21	3/21	9:30am (stay over)	11:30am (stay over)

**Overtime Requesting: Warehouse**

<b>If You Are A....</b>	<b>&amp; You Want To Work This Date</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter End Time</b>
12 Hr Day Shift Warehouse OPS	3/20	3/20	3/20	7:30am (full day)	7:30pm (full day)
	3/20	3/20	3/20	7:30am (in early, C shift Wed only)	1:30pm (in early, C shift Wed only)
	3/20	3/20	3/20	1:30 pm (stay over, A shift Wed only)	7:30pm (stay over, A shift Wed only)
12 Hr Night Shift Warehouse OPS	3/20 to 3/21	3/20	3/21	7:30pm (full day)	7:30am (full day)
	3/20 to 3/21	3/20	3/21	7:30pm (in early, D shift Wed only)	1:30am (in early, D shift Wed only)
	3/21	3/21	3/21	1:30am (stay over, B shift Wed only)	7:30am (stay over, B shift Wed only)

**Overtime Requesting: Maintenance**

<b>If You Are A....</b>	<b>&amp; You Want To Work This Date</b>	<b>Enter Start Date</b>	<b>Enter End Date</b>	<b>Enter Start Time</b>	<b>Enter End Time</b>
12 Hr Day Shift Mechanic	3/20	3/20	3/20	6am (full day)	6pm (full day)
	3/20	3/20	3/20	6am (in early, C shift Wed only)	12pm (in early, C shift Wed only)
	3/20	3/20	3/20	12pm (stay over, A shift Wed only)	6pm (stay over, A shift Wed only)
12 Hr Night Shift Mechanic	3/20 to 3/21	3/20	3/21	6pm (full day)	6pm (full day)
	3/20 to 3/21	3/20	3/21	6pm (in early, D shift Wed only)	12am (in early, D shift Wed only)
	3/21	3/21	3/21	12am (stay over, B shift Wed only)	6am (stay over, B shift Wed only)