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# Work Permission Report

## Employee Information

Employee Name: Click here to enter text.

Employee Number: Click here to enter text.

Department: Click here to enter text.

Manager: Click here to enter text.

|  |
| --- |
| Type of Requested: Choose an item. |
|  [ ]  Late [ ]  Leave Early [ ]  Forget To Punch In [ ]  Forget To Punch Out [ ]  Machin Error Date: Click here to enter a date. |
| Time In: Click here to enter a date. Time Out: Click here to enter a date. |
| Reason: |
|  |

## HR Approval

|  |  |  |
| --- | --- | --- |
|  | [ ]  | Approved |
|  | [ ]  | Rejected |

|  |
| --- |
| Comments: |
| Click here to enter text. |
|  |  |
| Manager Signature | Date |