*Cop Terima Unit Pentadbiran dan Pengurusan Kualiti, Bahagian Governan*

**Lampiran 1**



**BORANG PERMOHONAN**

**PINDAAN WAKTU PERINGKAT (WP)**

**Universiti Tun Hussein Onn Malaysia**

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| NAMA PEGAWAI | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| NO STAF | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| GRED | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| PUSAT TANGGUNGJAWAB (PTJ) | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| NO. TELEFON | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**MAKLUMAT WP**

**Sila rujuk pada jadual WP di bawah sebelum membuat pilihan pindaan WP**

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| **Waktu Peringkat (WP)** | **Hari** | **Waktu Bekerja** | **Waktu Rehat** |
| **WP1** | Ahad - Rabu | 7.30 pagi - 4.30 petang | Ahad – Khamis  1.00 petang - 2.00 petang |
| Khamis | 7.30 pagi - 3.00 petang |
| **WP2** | Ahad - Rabu | 8.00 pagi - 5.00 petang |
| Khamis | 8.00 pagi - 3.30 petang |
| **WP3** | Ahad - Rabu | 8.30 pagi - 5.30 petang |
| Khamis | 8.30 pagi - 4.00 petang |
| **WP4** | Ahad - Rabu | 9.00 pagi - 6.00 petang |
| Khamis | 9.00 pagi - 4.30 petang |

**Sila tandakan (/) pada WP asal dan WP pilihan bagi tujuan pindaan**

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| **Sila Tandakan (/) Pada WP ASAL** | **Waktu**  **Peringkat**  **(WP)** |  | **Sila Tandakan (/) Pada WP PINDAAN** | **Waktu**  **Peringkat**  **(WP)** |
|  | **WP1** |  |  | **WP1** |
|  | **WP2** |  |  | **WP2** |
|  | **WP3** |  |  | **WP3** |
|  | **WP4** |  |  | **WP4** |

**Justifikasi Permohonan Pindaan WP**

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*Nota:*

1. *Sila buat lampiran berasingan sekiranya ruangan ini tidak mencukupi*
2. *Sila kemukakan laporan kehadiran terkini bagi tiga (3) bulan terdahulu yang telah disahkan oleh Ketua Jabatan*
3. *Sila kemukakan sebarang bukti bagi menyokong permohonan ini.*

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| **Tandatangan Pemohon**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nama:  Tarikh:  Cop Rasmi: | | **Disokong oleh Ketua PTj:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tarikh:  Cop Rasmi: |
| **Ulasan oleh Pengarah Bahagian Governan:** | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Tarikh:  Cop Rasmi: |  | |
| **Kelulusan oleh Pendaftar:** | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Tarikh:  Cop Rasmi: |  | |

***Untuk Kegunaan***

***Seksyen Pentadbiran Am, Unit Pentabiran dan Pengurusan Kualiti, Bahagian Governan***

Pertukaran WP telah direkodkan pada \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tarikh kuatkuasa mulai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hingga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tarikh:

Cop Rasmi: