

DAILY TIME RECORD

(Name) _____

For the month of _____, 20 _____

 Official hours of arrival _____
 and departure _____
 Regular Days _____
 Saturdays _____

| Days | A. M. | | P. M. | | UNDER TIME | |
|------|---------|-----------|---------|-----------|------------|---------|
| | ARRIVAL | DEPARTURE | ARRIVAL | DEPARTURE | Hours | Minutes |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |

DAILY TIME RECORD

(Name) _____

For the month of _____, 20 _____

 Official hours of arrival _____
 and departure _____
 Regular Days _____
 Saturdays _____

| Days | A. M. | | P. M. | | UNDER TIME | |
|------|---------|-----------|---------|-----------|------------|---------|
| | ARRIVAL | DEPARTURE | ARRIVAL | DEPARTURE | Hours | Minutes |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |

| | | | | | | |
|--------------|--|--|--|--|--|--|
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |
| TOTAL | | | | | | |

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

In-Charge
 (See Instructions on back)

| | | | | | | |
|--------------|--|--|--|--|--|--|
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |
| TOTAL | | | | | | |

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

In-Charge
 (See Instructions on back)