## Civil Service Form No. 48

### DAILY TIME RECORD

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|  |
| --- |
| **${NAME1}** |

(Name)

|  |  |  |  |
| --- | --- | --- | --- |
| For the month of | *${MONTH}* | | |
| *Official hours for arrival and departure* | | Regular days |  |
| Saturdays |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | **A.M.** | | **P.M.** | | **Undertime** | |
| **Arrival** | **Departure** | **Arrival** | **Departure** | **Hours** | **Minutes** |
| **1** | **${1A}** | **${1B}** | **${1C}** | **${1D}** |  |  |
| **2** | **${2A}** | **${2B}** | **${2C}** | **${2D}** |  |  |
| **3** | **${3A}** | **${3B}** | **${3C}** | **${3D}** |  |  |
| **4** | **${4A}** | **${4B}** | **${4C}** | **${4D}** |  |  |
| **5** | **${5A}** | **${5B}** | **${5C}** | **${5D}** |  |  |
| **6** | **${6A}** | **${6B}** | **${6C}** | **${6D}** |  |  |
| **7** | **${7A}** | **${7B}** | **${7C}** | **${7D}** |  |  |
| **8** | **${8A}** | **${8B}** | **${8C}** | **${8D}** |  |  |
| **9** | **${9A}** | **${9B}** | **${9C}** | **${9D}** |  |  |
| **10** | **${10A}** | **${10B}** | **${10C}** | **${10D}** |  |  |
| **11** | **${11A}** | **${11B}** | **${11C}** | **${11D}** |  |  |
| **12** | **${12A}** | **${12B}** | **${12C}** | **${12D}** |  |  |
| **13** | **${13A}** | **${13B}** | **${13C}** | **${13D}** |  |  |
| **14** | **${14A}** | **${14B}** | **${14C}** | **${14D}** |  |  |
| **15** | **${15A}** | **${15B}** | **${15C}** | **${15D}** |  |  |
| **16** | **${16A}** | **${16B}** | **${16C}** | **${16D}** |  |  |
| **17** | **${17A}** | **${17B}** | **${17C}** | **${17D}** |  |  |
| **18** | **${18A}** | **${18B}** | **${18C}** | **${18D}** |  |  |
| **19** | **${19A}** | **${19B}** | **${19C}** | **${19D}** |  |  |
| **20** | **${20A}** | **${20B}** | **${20C}** | **${20D}** |  |  |
| **21** | **${21A}** | **${21B}** | **${21C}** | **${21D}** |  |  |
| **22** | **${22A}** | **${22B}** | **${22C}** | **${22D}** |  |  |
| **23** | **${23A}** | **${23B}** | **${23C}** | **${23D}** |  |  |
| **24** | **${24A}** | **${24B}** | **${24C}** | **${24D}** |  |  |
| **25** | **${25A}** | **${25B}** | **${25C}** | **${25D}** |  |  |
| **26** | **${26A}** | **${26B}** | **${26C}** | **${26D}** |  |  |
| **27** | **${27A}** | **${27B}** | **${27C}** | **${27D}** |  |  |
| **28** | **${28A}** | **${28B}** | **${28C}** | **${28D}** |  |  |
| **29** | **${29A}** | **${29B}** | **${29C}** | **${29D}** |  |  |
| **30** | **${30A}** | **${30B}** | **${30C}** | **${30D}** |  |  |
| **31** | **${31A}** | **${31B}** | **${31C}** | **${31D}** |  |  |
| **33** | **${32A}** | **${32B}** | **${32C}** | **${32D}** |  |  |
| 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.*

|  |
| --- |
| **${NAME1}** |

*VERIFIED as to the prescribed office hours:*

|  |
| --- |
|  |

## Civil Service Form No. 48

### DAILY TIME RECORD

-----o0o-----

|  |
| --- |
| **${NAME2}** |

(Name)

|  |  |  |  |
| --- | --- | --- | --- |
| For the month of | *${MONTH}* | | |
| *Official hours for arrival and departure* | | Regular days |  |
| Saturdays |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | **A.M.** | | **P.M.** | | **Undertime** | |
| **Arrival** | **Departure** | **Arrival** | **Departure** | **Hours** | **Minutes** |
| **1** | **${1E}** | **${1F}** | **${1G}** | **${1H}** |  |  |
| **2** | **${2E}** | **${2F}** | **${2G}** | **${2H}** |  |  |
| **3** | **${3E}** | **${3F}** | **${3G}** | **${3H}** |  |  |
| **4** | **${4E}** | **${4F}** | **${4G}** | **${4H}** |  |  |
| **5** | **${5E}** | **${5F}** | **${5G}** | **${5H}** |  |  |
| **6** | **${6E}** | **${6F}** | **${6G}** | **${6H}** |  |  |
| **7** | **${7E}** | **${7F}** | **${7G}** | **${7H}** |  |  |
| **8** | **${8E}** | **${8F}** | **${8G}** | **${8H}** |  |  |
| **9** | **${9E}** | **${9F}** | **${9G}** | **${9H}** |  |  |
| **10** | **${10E}** | **${10F}** | **${10G}** | **${10H}** |  |  |
| **11** | **${11E}** | **${11F}** | **${11G}** | **${11H}** |  |  |
| **12** | **${12E}** | **${12F}** | **${12G}** | **${12H}** |  |  |
| **13** | **${13E}** | **${13F}** | **${13G}** | **${13H}** |  |  |
| **14** | **${14E}** | **${14F}** | **${14G}** | **${14H}** |  |  |
| **15** | **${15E}** | **${15F}** | **${15G}** | **${15H}** |  |  |
| **16** | **${16E}** | **${16F}** | **${16G}** | **${16H}** |  |  |
| **17** | **${17E}** | **${17F}** | **${17G}** | **${17H}** |  |  |
| **18** | **${18E}** | **${18F}** | **${18G}** | **${18H}** |  |  |
| **19** | **${19E}** | **${19F}** | **${19G}** | **${19H}** |  |  |
| **20** | **${20E}** | **${20F}** | **${20G}** | **${20H}** |  |  |
| **21** | **${21E}** | **${21F}** | **${21G}** | **${21H}** |  |  |
| **22** | **${22E}** | **${22F}** | **${22G}** | **${22H}** |  |  |
| **23** | **${23E}** | **${23F}** | **${23G}** | **${23H}** |  |  |
| **24** | **${24E}** | **${24F}** | **${24G}** | **${24H}** |  |  |
| **25** | **${25E}** | **${25F}** | **${25G}** | **${25H}** |  |  |
| **26** | **${26E}** | **${26F}** | **${26G}** | **${26H}** |  |  |
| **27** | **${27E}** | **${27F}** | **${27G}** | **${27H}** |  |  |
| **28** | **${28E}** | **${28F}** | **${28G}** | **${28H}** |  |  |
| **29** | **${29E}** | **${29F}** | **${29G}** | **${29H}** |  |  |
| **30** | **${30E}** | **${30F}** | **${30G}** | **${30H}** |  |  |
| **31** | **${31E}** | **${31F}** | **${31G}** | **${31H}** |  |  |
| **31** | **${32E}** | **${32F}** | **${32G}** | **${32H}** |  |  |
| 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.*

|  |
| --- |
| **${NAME2}** |

*VERIFIED as to the prescribed office hours:*

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|  |