

DAILY TIME RECORD

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Galvez, Nelita
(Name)

For the month of April 1 - 30, 2018

Official hours for arrival {Regular days _____
and departure

Day	A.M.		P.M.		Under-time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sunday					
2						
3						
4						
5	07:30	12:02	12:36	05:00		
6	07:27	12:03	12:49	05:06		
7	Saturday					
8	Sunday					
9						
10	07:14	12:10	12:41	05:01		
11	07:40	12:00	12:49			
12						
13	07:39	12:47	12:39			
14	Saturday					
15	Sunday					
16	07:16	12:00	12:55	05:01		
17	07:17	12:00	12:59			
18	07:20	12:01	12:55	05:01		
19	07:31	12:04	12:38	05:00		
20	07:32	12:01	12:35	05:03		
21	Saturday					
22	Sunday					
23	07:22	12:02	12:40	05:00		
24	07:18	12:02	12:33			
25	07:39	12:02	12:41	05:00		
26	07:23	12:09	12:34	05:01		
27	07:21	12:05	12:30	05:01		
28	Saturday					
29	Sunday					
30	07:26	12:00	12:41			

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.*

Verified as to the prescribed office hours.

(See instructions on back)

In Charge