

**DAILY TIME RECORD**

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12

(Name)

For the month of April 1 - 30, 2018Official hours for arrival {Regular days \_\_\_\_\_  
and departure {Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Under-time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	Sunday					
2						
3						
4						
5						
6						
7	Saturday					
8	Sunday					
9						
10						
11						
12						
13						
14	Saturday					
15	Sunday					
16						
17						
18						
19						
20						
21	Saturday					
22	Sunday					
23						
24						
25						
26						
27						
28	Saturday					
29	Sunday					
30						

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