

DAILY TIME RECORD

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(Name)

For the month of May 16 - 31, 2018

Official hours for arrival {Regular days

and departure {Saturdays

Day	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	07:59	12:01	01:05	05:00		
17	08:05	12:01	01:02			
18	07:55	12:01	12:32	05:01		
19	Saturday					
20	Sunday					
21	07:49	12:00	01:00	05:00		
22	08:07	12:04	12:57			
23						
24						
25	08:02	12:00		05:00		
26	Saturday					
27	Sunday					
28	07:48	12:00	12:51	05:00		
29	08:07	12:01	12:37	05:00		
30	07:57	12:00	12:57	05:00		
31	07:50	12:01				

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.