

**DAILY TIME RECORD**

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Odtojan, Jackeyln  
(Name)

For the month of April 1-30, 2018

Official 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	07:38	12:02	12:43	05:05		
4	07:35	12:07	12:48	05:01		
5	07:30	12:05	12:59	05:01		
6	07:23	12:00	12:47	05:05		
7	Saturday					
8	Sunday					
9						
10	07:42	12:01	12:48	05:01		
11	07:38	12:06	12:42			
12	07:34					
13	07:35	12:00	12:51	05:02		
14	Saturday					
15	Sunday					
16	07:42	12:12	12:56	05:02		
17	07:44		12:34			
18						
19	07:01	12:21	12:51			
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