

DAILY TIME RECORD

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Encarguiz, Geraldine
(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	07:47	12:00	12:33	05:00		
17	07:47	12:00	12:34			
18						
19	Saturday					
20	Sunday					
21	07:30	12:04	12:30	05:00		
22	07:39	12:00	12:30	05:00		
23	07:34	12:01	12:31			
24	07:41	12:00	12:30	05:02		
25	07:23	12:00		05:00		
26	Saturday					
27	Sunday					
28	07:39	12:00	12:30	05:00		
29	07:51	12:00	12:31	05:00		
30	07:58	12:00	12:30	05:01		
31	07:55	12:00				

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.