

DAILY TIME RECORD

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(Name)

For the month of May 1 - 15, 2018Official hours for arrival {Regular days _____
and departure {Saturdays _____

| Day | A.M. | | P.M. | | Under-time | |
|-----|----------|-----------|---------|-----------|------------|---------|
| | Arrival | Departure | Arrival | Departure | Hours | Minutes |
| 1 | HOLIDAY | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | Saturday | | | | | |
| 6 | Sunday | | | | | |
| 7 | 08:31 | 12:19 | 12:50 | 05:03 | | |
| 8 | 08:04 | 12:03 | 12:43 | 05:04 | | |
| 9 | 07:51 | 12:25 | | 05:03 | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | Saturday | | | | | |
| 13 | Sunday | | | | | |
| 14 | HOLIDAY | | | | | |
| 15 | HOLIDAY | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |

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