

**DAILY TIME RECORD**

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(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

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.

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(See instructions on back)      *In Charge*