

**DAILY TIME RECORD**

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25

(Name)

For the month of May 1 - 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   | HOLIDAY  |           |         |           |            |         |
| 2   | 07:09    | 12:00     | 12:36   | 05:00     |            |         |
| 3   | 07:06    | 12:00     | 12:31   | 05:02     |            |         |
| 4   | 07:10    | 12:00     | 12:32   |           |            |         |
| 5   | Saturday |           |         |           |            |         |
| 6   | Sunday   |           |         |           |            |         |
| 7   | 06:45    | 12:00     | 12:38   | 05:00     |            |         |
| 8   | 07:05    |           |         |           |            |         |
| 9   | 07:13    |           |         |           |            |         |
| 10  |          |           |         |           |            |         |
| 11  | 06:58    |           |         |           |            |         |
| 12  | Saturday |           |         |           |            |         |
| 13  | Sunday   |           |         |           |            |         |
| 14  | HOLIDAY  |           |         |           |            |         |
| 15  | HOLIDAY  |           |         |           |            |         |
| 16  |          |           |         |           |            |         |
| 17  |          |           |         |           |            |         |
| 18  | 06:55    | 12:01     | 12:31   | 05:00     |            |         |
| 19  | Saturday |           |         |           |            |         |
| 20  | Sunday   |           |         |           |            |         |
| 21  | 06:58    | 12:02     | 12:46   | 05:00     |            |         |
| 22  | 07:01    | 12:04     | 12:31   | 05:01     |            |         |
| 23  | 07:11    | 12:13     | 12:30   |           |            |         |
| 24  | 07:17    | 12:00     | 12:30   | 05:04     |            |         |
| 25  | 06:55    | 12:01     | 12:30   | 05:03     |            |         |
| 26  | Saturday |           |         |           |            |         |
| 27  | Sunday   |           |         |           |            |         |
| 28  | 07:06    | 12:01     | 12:36   | 05:00     |            |         |
| 29  | 07:24    | 12:00     | 12:39   | 05:02     |            |         |
| 30  | 07:04    | 12:09     | 12:30   | 05:00     |            |         |
| 31  | 07:08    | 12:00     |         | 05:00     |            |         |

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.

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