

DAILY TIME RECORD

Name: _____

For the Month of: _____

Office Hour: Arrival A.M. 8: 00 P.M 1:00
 Departure A.M. 12:00 P.M. 5:00

DAYS	A.M.		P.M.		Undr Time
	Arrival	Departure	Arrival	Departure	
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31.					

I CERTIFY on my honor that the above is true and correct report of hours of work performed, record of which was made daily at the time of arrival and departure from office.

Employee Signature

Verified as to the prescribed office hours:

In-Charge

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