

DAILY TIME RECORD

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Evelyn A. Nacis
(NAME)For the month of **February 1-15, 2013**Official hours for arrival { Regular days _____
and departure { Saturdays _____

DAY	A.M.		P.M.		UNDER TIME	
	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES
1						
2	SATURDAY					
3	SUNDAY					
4						
5						
6						
7	Tardy	Tardy	01:00	05:00		
8	08:00	10:00	01:55	05:00		
9			01:00	05:00		
10			01:00	05:00		
11						
12						
13						
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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.

In Charge

(SEE INSTRUCTION ON BACK)

Tardiness: (1x) 4 hrs

Under time: (0x)

Over Time: 8 Hrs

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