Tardiness:

Under time:

Over Time:

(0x)

(0x)

CIVIL SERVICE FORM NO. 48

## **DAILY TIME RECORD**

CIVIL SERVICE FORM NO. 48

<b>DAILY</b>	TIME	RECO	KD

<>	<>-

(NAME) For the month of For the month of December 1-12, 2013 December 1-12, 2013 Official hours for arrival { Regular days Official hours for arrival { Regular days and departure { Saturdays and departure { Saturdays P.M. A.M. P.M. UNDER A.M. UNDER DAY TIME DAY TIME ARRIVAL ARRIVAL MINUTES ARRIVAL ARRIVAL MINUTES SUNDAY SUNDA 1 2 2 3 3 4 4 5 5 6 6 SATURDAY 7 7 SATURDAY SUNDAY 8 SUNDAY 9 9 10 10 11 11 12 12 13 13 14 14 15 15 16 16 17 17 18 18 19 19 20 20 21 21 22 22 23 23 24 24 25 25 26 26 27 27 28 28 29 29 30 30 31 31 TOTAL: TOTAL: I CERTIFY on my honor that the above is a true and correct 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. 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. VERIFIED as to the prescribed office hours. In Charge In Charge (SEE INSTRUCTION ON BACK) (SEE INSTRUCTION ON BACK)

Tardiness:

Under time:

Over Time:

(0x)

(0x)