Under time:

Over Time:

(0x)

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

CIVIL SERVICE FORM NO. 48

DAILY TIME RECORD

(NAME)							(NAME)							
For the month of December 1-12, 2013							For the month of December 1-12, 2013							
Official hours for arrival { Regular days and departure { Saturdays							Official hours for arrival { Regular days							
DAY	A.M.		P.M.		UNDER TIME		DAY	A.M.		P.M.		UNDER TIME		
Dill	ARRIVAL DEPARTU RE		ARRIVAL DEPARTU		HOURS	MINUTES	Dill	ARRIVAL	DEPARTU RE	ARRIVAL	DEPARTU RE	HOURS	MINUTES	
1	SUNDA						1	SUNDA						
2							2							
3							3							
4 5						 	4 5							
6							6							
7	SATUR						7	SATUR						
8	SUNDAY						8	SUNDAY						
9							9							
10 11						 	10 11							
12							12							
13							13							
14							14							
15							15							
16 17							16 17							
18							18							
19							19							
20							20							
21							21							
22 23							22 23							
23						 	23							
25							25							
26							26							
27							27							
28							28						ļ	
29 30						<u> </u>	29 30							
31							31							
TOTAL:							TOTAL:							
report	of the hor	urs of 1	nor that the work perfo arrival and	rmed, reco	rd of whi		report	of the hou	irs of t	nor that th work perfor arrival and	rmed, reco	rd of whic		
VERIFIED as to the prescribed office hours.							VERIFIED as to the prescribed office hours.							
In Charge								In Charge						
(SEE INSTRUCTION ON BACK) Tardiness: (0x)							(SEE INSTRUCTION ON BACK) Tardiness: (0x)							

Under time:

Over Time:

(0x)