

**DAILY TIME RECORD**

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**Zenaida Garcia**  
(NAME)For the month of **May, 2012**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	LABOR DAY					
2	08:02	12:04	12:15	05:14		
3	07:56	12:00	12:10	05:16		
4	08:02	12:22	12:32	05:05		
5	SATURDAY					
6	SUNDAY					
7	07:47	12:42	12:52	05:17		
8	Tardy	Tardy	12:49	05:02		
9	07:56	12:30	12:40	05:20		
10	07:55	12:55	01:06	05:03		
11	07:55	12:07	12:17	05:01		
12	SATURDAY					
13	SUNDAY					
14	07:59	12:17	12:42	05:06		
15	Tardy	Tardy	12:18	05:02		
16	07:54					
17						
18						
19	SATURDAY					
20	SUNDAY					
21						
22						
23						
24						
25						
26	SATURDAY					
27	SUNDAY					
28						
29	08:00	12:00	01:00	05:00		
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: (5x) 8 hrs 10 mins

Under time: (0x)

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