

DAILY TIME RECORD

(Name)

For the month of

Official hours for arrival and departure Regular Days Saturdays

DAY	A.M.		P.M.		Undertime		
	Arrival	Departure	Arrival	Departure	Hours	Minutes	Leave Credit Eq.
1					0	0	0.0000
2					0	0	0.0000
3					0	0	0.0000
4					0	0	0.0000
5					0	0	0.0000
6					0	0	0.0000
7					0	0	0.0000
8					0	0	0.0000
9					0	0	0.0000
10					0	0	0.0000
11					0	0	0.0000
12					0	0	0.0000
13					0	0	0.0000
14					0	0	0.0000
15					0	0	0.0000
16					0	0	0.0000
17					0	0	0.0000
18					0	0	0.0000
19					0	0	0.0000
20					0	0	0.0000
21					0	0	0.0000
22					0	0	0.0000
23					0	0	0.0000
24					0	0	0.0000
25					0	0	0.0000
26					0	0	0.0000
27					0	0	0.0000
28					0	0	0.0000
29					0	0	0.0000
30					0	0	0.0000
31					0	0	0.0000
			TOTAL		0	0	0.0000

I certify on my honor that the above entries are true and correct report of the hours of work performed, recorded of which was made daily at the time of arrival and departure from this office.

VERIFIED as to the prescribed office hours:

Immediate Supervisor
(Signature over printed name)