**DAILY TIME RECORD**

«employee»

Employee

«office»

Office

«position»

Position

«month»

Month/Year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| OFFICIAL TIME | ARRIVAL | | DEPARTURE | | DAYS | |
| MORNING |  | |  | |  | |
| AFTERNOON |  | |  | |  | |
| EVENING |  | |  | |  | |
|  | AM | | PM | | OVERTIME | |
|  | ARRIVAL | DEPARTURE | ARRIVAL | DEPARTURE | ARRIVAL | DEPARTURE |
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I CERTIFY on my honor that the above is a true and correct report of the hours of work performed records of which was made daily at the time of arrival at and departure from office.

Signature

Dean/Director/Head of Office