|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Civil Service Form 48 | | | | | | | | | **DAILY TIME RECORD** | | | | | | | | |  | | | | | | | | | «employee» | | | | | | | | | **(NAME)** | | | | | | | | | *Official Hours for arrival and departure* | | | | | | | | | For the month of «month» | | | | | | | | |  | AM | | | PM | | Under-time | | | Day | Arrival | | Depart | Arrival | Depart | Hrs. | Min. | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  | | *\* Auto entry* | | ***TOTAL*** | | | |  |  | | 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. | | | | | | | | |  | | | | | | | | | ***Verified as to the prescribed office hours*** | | | | | | | | |  | | | | | | | | | ***Authorized signature*** | | | | | | | | |  |