**DAILY TIME RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee: | «employee» | Agency: | «MFO» |
| Office/Department: | «office» | Period: | «period» |
| Position: | «position» |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | DAY | ON DUTY | OFF DUTY | IN | OUT | LATE/UT  (Hrs) | ON DUTY | REMARKS |
|  |  |  |  |  |  |  |  |  |

\* – auto-log, lt – late tolerance, lr – late round-off, f – flexi-time, ut – undertime tolerance, ur – undertime round-off