

DAILY TIME RECORD

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(Name)

For the month of _____

Official hours for arrival and departure Regular days _____
Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Depart-ure	Arrival	Depart-ure	Hours	Min-utes
1						
2						
3						
4						
5						
6						
7						
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22						
23						
24						
25						
26						
27						
28						
29						
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

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