



DAILY TIME RECORD

NAME _____

For the Month of _____
Official Hours of Arrival {Regular Days} _____
and Departure {Saturdays} _____

Day	AM		PM		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
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19						
20						
21						
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 at and departure from office.

Employees Signature

Verified as to the prescribed office hours:

President/CAO/Dean/Director



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