

DAILY TIME RECORD

\_\_\_\_\_  
Name

For the month of \_\_\_\_\_  
Office Hours (regular days) \_\_\_\_\_  
Arrival & Departure \_\_\_\_\_  
Saturdays \_\_\_\_\_

	A M		P M		Hours	Min.
	Arri val	Depar ture	Arri val	Depar Ture		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Total \_\_\_\_\_

I certify on my honor that the above is true and correct record of the hours of work performed, record of which was made daily at the time of arrival and departure from the office.

\_\_\_\_\_  
(Signature)

Verified as to the prescribed office hours

\_\_\_\_\_  
(In-charge)

DAILY TIME RECORD

\_\_\_\_\_  
Name

For the month of \_\_\_\_\_  
Office Hours (regular days) \_\_\_\_\_  
Arrival & Departure \_\_\_\_\_  
Saturdays \_\_\_\_\_

	A M		P M		Hours	Min.
	Arri val	Depar ture	Arri val	Depar Ture		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Total \_\_\_\_\_

I certify on my honor that the above is true and correct record of the hours of work performed, record of which was made daily at the time of arrival and departure from the office.

\_\_\_\_\_  
(Signature)

Verified as to the prescribed office hours

\_\_\_\_\_  
(In-charge)