

**DAILY TIME RECORD**

-----00o-----

(Name) \_\_\_\_\_

For the month of \_\_\_\_\_

Official hours for arrival  
and departure

Regular days \_\_\_\_\_

Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Undertime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1						
2						
3						
4						
5						
6						
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17						
18						
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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 and departure from office.

VERIFIED as to the prescribed office hours:

In Charge

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