

DAILY TIME RECORD	EMPLOYEE NUMBER
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NAME: _____

POSITION: _____

OFFICIAL HOURS: _____

PAY PERIOD: _____

SERVICE: _____

D A Y	A.M.		P.M.		UNDERTIME		OVERTIME	
	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE	HOURS	MINUTES	HOURS	MINUTES
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								

I CERTIFY ON MY HONOR THAT THE ABOVE IS A TRUE AND CORRECT REPORT OF THE HOURS OF WORK PERFORMED OF WHICH WAS MADE DAILY AT THE TIME OF ARRIVAL AND DEPARTURE FROM OFFICE

SIGNATURE

CERTIFIED BY:

SIGNATURE OVER PRINTED NAME