

Employee: Jane Doe

July-11

DAY	TOTAL	0060	0063	0071	0073	0082	0082-080	0084	0094-026	0108	0160	0165	1009	1010	1011	2000	2100	2500	2510	2525	2545	2565	2575	2588	2800	2810	2815	2820	3000	3100	PCAR LEAVE	CODE	Comments	
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**SAMPLE**

NOTE - TIME IS TO BE RECORDED IN QUARTER HOUR INCREMENTS

Employee Signature \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_  
Vice President / CEO \_\_\_\_\_

12/21/16  
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