

SIGN IN/SIGN OUT LOG - FLEXTIME RECORD

ORGANIZATION:

PAY PERIOD:

EMPLOYEE'S NAME:

OFFICE SYMBOL:

TO

WORK START TIME *	LUNCH BREAK			LEAV				PROPOSED DEPART TIME*	ACTUAL DEPART TIME	HOURS WORKED	REMARKS
	DEPART TIME *	RETURN TIME *	ELAPSED TIME (HOURS)	FROM	TO	HOURS	TYPE				
FIRST WEEK											
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
SECOND WEEK											
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											

* TO BE COMPLETED BY EMPLOYEE PRIOR TO SUBMISSION TO SUPERVISOR FOR APPROVAL.

EMPLOYEE'S SIGNATURE

DATE _____

SUPERVISOR'S SIGNATURE

DATE _____

SUPERVISOR'S REASON FOR DISAPPROVAL, IF APPLICABLE:

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).