

ALL NATION SECURITY & INVESTIGATION SERVICES, INC.

DAILY TIME RECORD OF SECURITY GUARDS

Name _____

Post/Unit _____

Pay Period Covered _____

ID Number _____

- Instructions:**
- a) Official time schedule must be indicated on the space provided for below each SHIFT, e.g. 1st SHIFT (12mn-8am), 2nd SHIFT (8am-4pm), and so on.
- b) Nature of duty must be specified on the REMARKS column, such as “Reinforcement”, “Replacement”, “To finish”, etc.

DATE		1st SHIFT	2nd SHIFT	3rd SHIFT	OVERTIME	EXTRA DUTY	REMARKS
1	16						
2	17						
3	18						
4	19						
5	20						
6	21						
7	22						
8	23						
9	24						
10	25						
11	26						
12	27						
13	28						
14	29						
15	30						
	31						

Regular Hours _____

Overtime Hours _____

Extra Hours _____

ND _____

Prepared by Guard _____

Checked/Verified by GIC _____

Noted by _____

Client/Authorized Officers _____

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