

SCHOOL DISTRICT OF PHILADELPHIA DAILY TIME REPORT (OFFICES) <hr style="width: 80%; margin: 10px auto;"/> DATE	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; border-bottom: 1px solid black;"> DIVISION/DEPARTMENT CTE- Prime Mover Media Club </td> <td style="width:30%; text-align: right; vertical-align: top;"> TOTAL NO. OF EMPLOYEES </td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> OFFICE Office of Career And Technical Education </td> </tr> <tr> <td colspan="2"> SIGNATURE OF ADMINISTRATOR </td> </tr> </table>	DIVISION/DEPARTMENT CTE- Prime Mover Media Club	TOTAL NO. OF EMPLOYEES	OFFICE Office of Career And Technical Education		SIGNATURE OF ADMINISTRATOR	
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<p style="text-align: center;">Absence Codes</p> <p>01 - Personal Leave (For other absences refer to Procedures Manual)</p> <p>02 - Vacation</p> <p>04 - Personal Illness</p> <p>21 - Compensatory Time</p> <p>31 - Illness Family</p>	<ol style="list-style-type: none"> 1. Employees sign their name as they arrive. 2. No one shall sign in for any other employee. 3. Employee must record accurately the time of arrival and departure including lunch and dinner hours. 4. Absences must be recorded and coded in red. 5. Assignments in the field must be noted. Employee calls in at beginning and end of day for entries to be made.
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EMPLOYEE'S SIGNATURE	IN	LUNCH		DINNER		OUT	REMARKS
		OUT	IN	OUT	IN		
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