# DAILY TIME RECORD

**For the month of November 2026** (November 1–30, 2026)

**Name:** SAMPLE STUDENT

**School:** Sample University **Course:** BS Information Technology

**Company:** Sample Company Inc.

**Official hours:** Mon–Fri, 8:00 AM – 5:00 PM, 1 h break (8 h/day)

| Day | A.M. | | P.M. | | Hours (h:mm) | Remarks |
|---|---|---|---|---|---|---|
| | Arrival | Departure | Arrival | Departure | | |
| 1 Sun | SUNDAY | | | | | |
| 2 Mon | HOLIDAY | | | | | Holiday |
| 3 Tue | 8:00 | 12:00 | 1:00 | 5:05 | 8:05 | Orientation and laptop setup |
| 4 Wed | 8:01 | 12:00 | 1:02 | 5:00 | 7:57 | |
| 5 Thu | 8:00 | — | — | 5:00 | 8:00 | 1 session, −1h break |
| 6 Fri | | | | | | |
| 7 Sat | SATURDAY | | | | | |
| 8 Sun | SUNDAY | | | | | |
| 9 Mon | 8:05 | | | | | No time out |
| 10 Tue | 7:58 | 12:00 | 1:00 | 5:00 | 8:02 | |
| 11 Wed | 8:00 | 12:00 | 1:00 | 6:32 | 9:32 | Server migration with the IT team: moved 14 user accounts and the shared drive to the new file server, then tested VPN access for the night shift |
| 12 Thu | 8:02 | 12:01 | | | 3:59 | In progress |
| 13 Fri | | | | | | |
| 14 Sat | SATURDAY | | | | | |
| 15 Sun | SUNDAY | | | | | |
| 16 Mon | | | | | | |
| 17 Tue | | | | | | |
| 18 Wed | | | | | | |
| 19 Thu | | | | | | |
| 20 Fri | | | | | | |
| 21 Sat | SATURDAY | | | | | |
| 22 Sun | SUNDAY | | | | | |
| 23 Mon | | | | | | |
| 24 Tue | | | | | | |
| 25 Wed | | | | | | |
| 26 Thu | | | | | | |
| 27 Fri | | | | | | |
| 28 Sat | SATURDAY | | | | | |
| 29 Sun | SUNDAY | | | | | |
| 30 Mon | | | | | | |
| | | | | **Total this period** | **45:35** | |

| THIS PERIOD | RENDERED TO DATE | REQUIRED | REMAINING |
|---|---|---|---|
| **45:35** (45.58 h) | **303:00** (303 h) | **486:00** (486 h) | **183:00** (183 h) |

Verified as to the prescribed training hours:

**SAMPLE STUDENT**
Student signature over printed name

Date: _____

**SAMPLE SUPERVISOR**
Manager

Date: _____