

PEACE CORPS FLEXTIME ATTENDANCE FORM			
DATE / /	PCDC	PAYROLL PERIOD ENDING DATE / /	
ARRIVAL TIME			
NAME	ARRIVAL TIME	NAME	ARRIVAL TIME
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

DEPARTURE TIME			
NAME	DEPARTURE TIME	NAME	DEPARTURE TIME
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

INSTRUCTIONS

1. Print today's date, paycheck distribution code (PCDC) and payroll period ending date in the block at the top of form.
2. Signature: As employees arrive, they must sign their name one after the other and indicate arrival time. Upon departure, they must AGAIN sign their names and record departure times.
3. Filing: This form will be retained by the work unit for six (6) years. Within a work unit, the form will be filed daily by pay period by organization.