Ohio Department of Natural Resources
Daily Time Recording Sheet
(DNR 1206 06/2014)

Date (mm/dd/yyyy): _____/_____/_____

This is an official ODNR document. You must have supervisor approval to work through your meal period and you must document it on this form by writing "no lunch" in spaces provided.

Name (Print name legibly)	Work Day Start Time	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Work Day End Time
[1] Destination(s):										
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([1] Destination must be listed whenever working away from a regularly assigned work location. List "off site" when taking meal periods, doctor's appt's, etc. away from a work location .)