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| **FOLHA DE PONTO** | | | | | | | | | | MÊS: **JANEIRO** | | | | ANO: **2014** | |  | |  | | |  | | |  | |
| SERVIDOR: | | | | | | | | | | MATRÍCULA: | | | CARGO: | | | | | | | LOTAÇÃO: | | | | | |
| CARGA HORÁRIA (SEMANAL): **40 HORAS** | | | | | | | | | | FREQUÊNCIA INTEGRAL: \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | |
| SOMATÓRIO DAS AUSÊNCIAS, ATRASOS E SAÍDAS ANTECIPADAS NÃO JUSTIFICADAS: \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | |  | | |  | |  | |  | | | |  | |  | |  | | | |  | | |
| **DIA** | **HORA DE ENTRADA** | | **HORA DE SAÍDA** | | **HORA DE ENTRADA** | **HORA DE SAÍDA** | | **RUBRICA DO SERVIDOR** | | | | **OCORRÊNCIA** | | | **ABONO DO CHEFE IMEDIATO** | | | | **HORAS TRABALHADAS** | | | **COMPENSAÇÃO** | | | **HORA EXTRA** |
| **1** | **FERIADO** | | **FERIADO** | | **FERIADO** | **FERIADO** | | **FERIADO** | | | |  | | |  | | | |  | | |  | | |  |
| **2** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **3** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **4** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **5** | **SÁBADO** | | **SÁBADO** | | **SÁBADO** | **SÁBADO** | | **SÁBADO** | | | |  | | |  | | | |  | | |  | | |  |
| **6** | **DOMINGO** | | **DOMINGO** | | **DOMINGO** | **DOMINGO** | | **DOMINGO** | | | |  | | |  | | | |  | | |  | | |  |
| **7** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **8** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **9** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **10** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **11** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **12** | **SÁBADO** | | **SÁBADO** | | **SÁBADO** | **SÁBADO** | | **SÁBADO** | | | |  | | |  | | | |  | | |  | | |  |
| **13** | **DOMINGO** | | **DOMINGO** | | **DOMINGO** | **DOMINGO** | | **DOMINGO** | | | |  | | |  | | | |  | | |  | | |  |
| **14** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **15** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **16** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **17** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **18** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **19** | **SÁBADO** | | **SÁBADO** | | **SÁBADO** | **SÁBADO** | | **SÁBADO** | | | |  | | |  | | | |  | | |  | | |  |
| **20** | **DOMINGO** | | **DOMINGO** | | **DOMINGO** | **DOMINGO** | | **DOMINGO** | | | |  | | |  | | | |  | | |  | | |  |
| **21** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **22** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **23** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **24** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **25** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **26** | **SÁBADO** | | **SÁBADO** | | **SÁBADO** | **SÁBADO** | | **SÁBADO** | | | |  | | |  | | | |  | | |  | | |  |
| **27** | **DOMINGO** | | **DOMINGO** | | **DOMINGO** | **DOMINGO** | | **DOMINGO** | | | |  | | |  | | | |  | | |  | | |  |
| **28** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **29** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **30** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
| **31** |  | |  | |  |  | |  | | | |  | | |  | | | |  | | |  | | |  |
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| DATA: \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ | | | | | **ASSINATURA DO SERVIDOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | **VISTO DO CHEFE IMEDIATO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | **CARIMBO** | | | | | | | | | | |