





DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MARICAR M. LAUSE
Department: DLABS- VSU IHS

For the Month of: NOVEMBER
Year: 2021

Department: DLABS- VSU IHS													For the Month of: NOVEMBER
Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	HOLIDAY												
2	11:00	12:00					3:00	4:00					2
3	11:00	12:00					3:00	4:00					2
4	11:00	12:00					3:00	4:00					2
5	11:00	12:00											1
6	SATURDAY & SUNDAY												
7	HOLIDAY												
8	11:00	12:00					3:00	4:00					2
9	11:00	12:00					3:00	4:00					2
10	11:00	12:00					3:00	4:00					2
11	11:00	12:00											1
12	SATURDAY & SUNDAY												
13							3:00	4:00					1
14	11:00	12:00					3:00	4:00					2
15	11:00	12:00					3:00	4:00					2
16	11:00	12:00					3:00	4:00					2
17	11:00	12:00											1
18	SATURDAY & SUNDAY												
19							3:00	4:00					1
20	11:00	12:00					3:00	4:00					2
21	11:00	12:00					3:00	4:00					2
22	11:00	12:00					3:00	4:00					2
23	11:00	12:00											1
24	SATURDAY & SUNDAY												
25							3:00	4:00					1
26	11:00	12:00											
27	SATURDAY & SUNDAY												
28							3:00	4:00					1
29	HOLIDAY												
30	GRAND TOTAL												31

I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of work performed made daily at the time of arrival(s) and departure(s).

	
Signature of Part-time Instructor	Printed Name and Signature of Dept. Head