

DAILY TIME RECORD
CAPIN, ORLAN C.
(NAME)

For the month of
May 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:28	12:00	12:04	5:02		8hrs
3-WED	6:58	12:02	12:07	5:02		8hrs
4-THU	7:14	12:13	1:00	5:00		8hrs
5-FRI	6:57	12:41	12:42	5:20		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:30	12:20	12:24	5:20		8hrs
9-TUE	7:10	12:01	12:03	5:08		8hrs
10-WED	7:00	12:00	12:01	5:07		8hrs
11-THU	7:23	12:20	12:22	6:34		8hrs
12-FRI						FL
13-SAT						Off
14-SUN						Off
15-MON	6:40	12:26	12:29	5:00		8hrs
16-TUE	6:37	12:06	12:08	5:00		8hrs
17-WED	6:49	12:35	12:37	5:01		8hrs
18-THU	6:34	12:34	12:36	5:04		8hrs
19-FRI						OB
20-SAT						OB
21-SUN						OB
22-MON	7:06	12:01	12:04	5:02		8hrs
23-TUE	7:02	12:15	12:17	5:04		8hrs
24-WED	6:45	12:05	12:08	5:01		8hrs
25-THU	7:13	12:10	12:13	5:15		8hrs
26-FRI	6:46	12:25	12:26	5:01		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:22	12:00	12:03	5:15		8hrs
30-TUE	6:51	12:01	12:05	5:09		8hrs
31-WED	7:13	12:00	1:00	5:08		8hrs

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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