



## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: MARICAR M. LAUSE

For the Month of: DECEMBER

Department: VSU-IHS

Year: 2021

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

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).

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