



DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: Iris F. Costillas
Department: DLABS

For the Month of: November
Year: 2021

Day	AM						PM						Daily Total (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	A	L	L	S	A	I	N	T	S'	D	A	Y	
2					11:00	12:30					4:00	5:30	3
3	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
4	7:30	8:30			10:00	12:00	1:00	2:00			4:00	5:30	5.5
5					11:00	12:00	1:00	3:00			4:00	5:00	3.5
6	SAT												
7	SUN												
8	Y	O	L	A	N	D	A	A	N	N	I	V	
9	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	6
10	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
11	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	6
12			8:10	9:00	10:00	12:00	1:00	2:00			4:00	5:30	5 hrs & 20 mins.
13													
14													
15	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
16	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	6
17	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
18	7:30	9:00			10:00	12:00	1:00	2:00			4:00	6:00	6
19													
20	SAT												
21	SUN												
22	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
23	7:30	9:00			10:00	12:00	1:00	2:00			4:00	5:30	5.5
24	7:00	8:30			10:00	11:30	11:30	1:00			4:00	5:30	6
25	8:10	9:00			10:00	12:00	1:00	2:00			4:00	5:30	4 HRS & 50 mins
26					11:30	12:00	1:00	3:00					2.5
27	SAT												
28	SUN												
29	8:10	9:00			10:00	11:30	11:30	1:00			4:00	5:30	4 hrs & 50 mins.
30													
31													
GRAND TOTAL												96	

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
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