

DAILY TIME RECORD
SAPAN, MARY JEAN M.

(NAME)

For the month of
November 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	6:33	12:05	12:08	5:00		9hrs
12-WED	6:43	12:00				4hrs
13-THU						SEL
14-FRI	6:37	12:01	12:06	5:00		9hrs
15-SAT						Off
16-SUN						Off
17-MON	6:32	12:00	12:05	5:00		9hrs
18-TUE	6:59	12:03	12:12	5:11		9hrs
19-WED	6:43	12:00				4hrs
20-THU						OB
21-FRI	6:37	12:08	12:09	5:22		9hrs
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE						OB
26-WED						OB
27-THU	6:33	12:12	12:23	5:03		9hrs
28-FRI						SEL
29-SAT						Off
30-SUN						Off

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.

MARY JEAN M. SAPAN

VERIFIED as to prescribed office hours

ANDREW A. MAZO

Department Head
Institute of Human Kinetics

DAILY TIME RECORD
SAPAN, MARY JEAN M.

(NAME)

For the month of
November 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	6:33	12:05	12:08	5:00		9hrs
12-WED	6:43	12:00				4hrs
13-THU						SEL
14-FRI	6:37	12:01	12:06	5:00		9hrs
15-SAT						Off
16-SUN						Off
17-MON	6:32	12:00	12:05	5:00		9hrs
18-TUE	6:59	12:03	12:12	5:11		9hrs
19-WED	6:43	12:00				4hrs
20-THU						OB
21-FRI	6:37	12:08	12:09	5:22		9hrs
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE						OB
26-WED						OB
27-THU	6:33	12:12	12:23	5:03		9hrs
28-FRI						SEL
29-SAT						Off
30-SUN						Off

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.

MARY JEAN M. SAPAN

VERIFIED as to prescribed office hours

ANDREW A. MAZO

Department Head
Institute of Human Kinetics