

DAILY TIME RECORD
VALIDA, DONNA G.
(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	7:50	12:10	12:40	5:15		8hrs
6-THU	7:08	12:42	12:43	5:15		8hrs
7-FRI	7:30	12:05	12:13	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						OB
23-SUN						OB
24-MON	7:25	12:05				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:27	12:12	12:26	5:33		8hrs
26-WED	7:58	12:07	12:53	6:08		8hrs
27-THU						SEL
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.

DONNA G. VALIDA

VERIFIED as to prescribed office hours

CHERYL C. BATISTEL
Department Head
Department of Biological Sciences

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