

DAILY TIME RECORD
FORNES, MERCEDES V.
(NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:43	12:18	12:55	6:01		8hrs
2-TUE	8:56	12:13	12:45	6:02		8hrs
3-WED	8:56	12:24	12:54	6:00		8hrs
4-THU	8:45	12:21	12:47	6:00		8hrs
5-FRI	8:50	12:23	12:47	6:00		8hrs
6-SAT	7:58	12:12	12:57	5:01		8hrs
7-SUN						Off
8-MON						Off
9-TUE						Holiday
10-WED						Holiday
11-THU	8:11	12:00	12:50	5:00	11mins	7hrs 49mins
12-FRI	7:54	12:19	12:50	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:00	11:01	11:47	4:02		8hrs
16-TUE	6:57	11:22	11:55	4:11		8hrs
17-WED	7:06	11:26	11:43	4:05	6mins	7hrs 54mins
18-THU	6:58	11:20	11:55	4:00		8hrs
19-FRI	6:55	11:16	11:54	4:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED						VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU						VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI						VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

MERCEDES V. FORNES

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

DAILY TIME RECORD
FORNES, MERCEDES V.
(NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:43	12:18	12:55	6:01		8hrs
2-TUE	8:56	12:13	12:45	6:02		8hrs
3-WED	8:56	12:24	12:54	6:00		8hrs
4-THU	8:45	12:21	12:47	6:00		8hrs
5-FRI	8:50	12:23	12:47	6:00		8hrs
6-SAT	7:58	12:12	12:57	5:01		8hrs
7-SUN						Off
8-MON						Off
9-TUE						Holiday
10-WED						Holiday
11-THU	8:11	12:00	12:50	5:00	11mins	7hrs 49mins
12-FRI	7:54	12:19	12:50	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:00	11:01	11:47	4:02		8hrs
16-TUE	6:57	11:22	11:55	4:11		8hrs
17-WED	7:06	11:26	11:43	4:05	6mins	7hrs 54mins
18-THU	6:58	11:20	11:55	4:00		8hrs
19-FRI	6:55	11:16	11:54	4:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED						VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU						VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI						VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

MERCEDES V. FORNES

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)