

DAILY TIME RECORD
FORNES, MERCEDES V.

(NAME)

For the month of
June 1 - 30, 2024
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 | 8:55 | 12:19 | 12:48 | 6:00 | 55mins | 7hrs 5mins |
| 4-TUE | 9:00 | 12:13 | 12:51 | 6:00 | 1hr | 7hrs |
| 5-WED | 8:55 | 12:13 | 12:53 | 6:00 | 55mins | 7hrs 5mins |
| 6-THU | | | | | | OB |
| 7-FRI | | | | | | OB |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | 8:01 | 12:19 | 12:52 | 5:00 | 1min | 7hrs 59mins |
| 11-TUE | 7:46 | 12:07 | 12:54 | 5:00 | | 8hrs |
| 12-WED | | | | | | Holiday |
| 13-THU | 8:01 | 12:10 | 12:58 | 5:00 | 1min | 7hrs 59mins |
| 14-FRI | 8:04 | 12:08 | 12:32 | 5:01 | 4mins | 7hrs 56mins |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | | | | | | Holiday |
| 18-TUE | 7:42 | 12:24 | 12:54 | 5:01 | | 8hrs |
| 19-WED | | | | | | FL |
| 20-THU | 7:49 | 12:17 | 12:53 | 5:00 | | 8hrs |
| 21-FRI | 7:55 | 12:23 | 12:54 | 5:00 | | 8hrs |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | 7:45 | 12:00 | 12:48 | 5:00 | | 8hrs |
| 25-TUE | 7:50 | 12:00 | 1:03 | 5:01 | 3mins | 7hrs 57mins |
| 26-WED | 7:55 | 12:01 | 12:55 | 5:00 | | 8hrs |
| 27-THU | 7:46 | 12:08 | 12:50 | 5:08 | | 8hrs |
| 28-FRI | 7:54 | 12:29 | 12:47 | 5:10 | | 8hrs |
| 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.

MERCEDES V. FORNES

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

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