

DAILY TIME RECORD
FORNES, MERCEDES V.
(NAME)

For the month of
July 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:53	12:07	12:52	5:05		8hrs
2-TUE	7:59	12:08	12:48	5:01		8hrs
3-WED	8:01	12:28	12:37	5:07	1min	7hrs 59mins
4-THU	7:59	12:00	1:20	5:00	20mins	7hrs 40mins
5-FRI	8:01	12:00	12:54	5:00	1min	7hrs 59mins
6-SAT						Off
7-SUN						Off
8-MON			12:41	5:01	4hrs	4hrs
9-TUE	8:02	12:23	12:53	5:00	2mins	7hrs 58mins
10-WED	8:00	12:27	12:47	5:00		8hrs
11-THU	8:00	12:05	12:55	5:00		8hrs
12-FRI	7:50	12:16	12:42	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:54	12:15	12:47	5:00		8hrs
16-TUE	7:50	12:14	12:50	5:00		8hrs
17-WED	7:54	12:14	12:51	4:58		7hrs 58mins SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	7:54	12:18	12:49	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:53	12:13	12:40	5:00		8hrs
23-TUE	7:58	12:11	12:44	5:01		8hrs
24-WED	7:50	12:17	12:49	5:00		8hrs
25-THU	8:01	12:17	12:49	5:00	1min	7hrs 59mins
26-FRI	7:52	12:17	12:52	5:00		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:55	12:12	12:50	5:00		8hrs
30-TUE	7:52	12:26	12:55	5:00		8hrs
31-WED	7:58	12:17	12:49	5:00		8hrs

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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