

DAILY TIME RECORD
FORNES, MERCEDES V.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Off
3-TUE	7:53	12:21	12:48	5:00		8hrs
4-WED	8:02	12:15	12:44	5:01	2mins	7hrs 58mins
5-THU	7:52	12:16	12:45	5:00		8hrs
6-FRI	7:54	12:10	12:58	5:00		8hrs
7-SAT						Off
8-SUN						Off
9-MON	6:56	11:11	11:46	4:01		8hrs
10-TUE	6:47	11:19	11:51	4:00		8hrs
11-WED	6:50	11:22	11:54	4:03		8hrs
12-THU	6:57	11:23	11:53	4:02		8hrs
13-FRI	7:01	11:24	11:50	4:01	1min	7hrs 59mins
14-SAT						Off
15-SUN						Off
16-MON	8:49	12:08	12:50	6:00		8hrs
17-TUE	8:47	12:25	12:54	6:00		8hrs
18-WED	8:42	12:25	12:53	5:00	42mins	7hrs 18mins
19-THU	7:49	12:22	12:53	5:00		8hrs
20-FRI	7:57	12:19	12:51	5:00		8hrs
21-SAT	8:13	12:05	12:56	5:01		7hrs 57mins
22-SUN						Off
23-MON						Off
24-TUE	7:55	12:13	12:52	5:00		8hrs
25-WED	7:56	12:19	12:55	5:00		8hrs
26-THU	7:57	12:07	12:53	5:00		8hrs
27-FRI	7:51	12:21	12:58	5:10		8hrs
28-SAT						Off
29-SUN						Off
30-MON	6:51	11:13	11:49	4:01		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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