

DAILY TIME RECORD
FORNES, MERCEDES V.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	6:49	11:18	11:56	4:05		8hrs
2-WED	7:00	11:25	11:55	4:00		8hrs
3-THU	6:59	11:06	11:51	4:00		8hrs
4-FRI	7:02	11:22	11:48	4:00	2mins	7hrs 58mins
5-SAT						Off
6-SUN						Off
7-MON	8:43	12:12	12:54	6:01		8hrs
8-TUE	8:54	12:21	12:55	6:00		8hrs
9-WED	8:44	12:24	12:51	6:00		8hrs
10-THU	8:49	12:17	12:53	6:01		8hrs
11-FRI	8:39	12:19	12:50	6:00		8hrs
12-SAT	7:56	12:13	12:49	5:01		8hrs 29mins
13-SUN						Off
14-MON						Off
15-TUE	7:54	12:10	12:51	5:03		8hrs
16-WED	7:51	12:21	12:55	5:02		8hrs
17-THU	7:55	12:02	12:57	5:00		8hrs
18-FRI	7:57	12:16	12:46	3:00		6hrs SUSPENDED 3:00 pm 5:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:53	12:22	12:54	5:00		8hrs
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	7:35	12:04	12:51	5:01		8hrs
24-THU	6:47	11:16	11:49	4:01		8hrs
25-FRI						2024 INTRAMURAL GAMES
26-SAT						Off
27-SUN						Off
28-MON						2024 INTRAMURAL GAMES
29-TUE						2024 INTRAMURAL GAMES
30-WED						2024 INTRAMURAL GAMES
31-THU	8:03	12:00	8:04			3hrs 57mins SUSPENDED 12:00 pm 11:59 pm

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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