

DAILY TIME RECORD
FORNES, MERCEDES V.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	8:02	12:00	12:56	5:07	2mins	7hrs 58mins
5-TUE	7:48	12:04	12:54	5:03		8hrs
6-WED	7:56	12:16	12:35	5:00		8hrs
7-THU	7:57	12:30	12:39	5:10		8hrs
8-FRI	7:52	12:20	12:48	5:01		8hrs
9-SAT						Off
10-SUN						Off
11-MON	8:01	12:12	12:45	5:02	1min	7hrs 59mins
12-TUE	8:00	12:00	1:00	5:00		8hrs
13-WED	7:49	12:21	12:51	5:03		8hrs
14-THU	7:52	12:09	12:49	5:02		8hrs
15-FRI	7:55	12:13	12:47		2hrs 1min	4hrs SUSPENDED 3:01 pm 11:59 pm
16-SAT						Off
17-SUN						Off
18-MON	7:53	12:16	12:49	5:00		8hrs
19-TUE	7:51	12:09	12:44	5:00		8hrs
20-WED	7:52	12:14	12:57	5:00		8hrs
21-THU	7:59	12:19	12:50	5:00		8hrs
22-FRI	7:57	12:28	12:57	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:56	12:03	12:41	5:02		8hrs
26-TUE	7:59	12:14	12:55	5:00		8hrs
27-WED	7:53	12:25	12:52	5:08		8hrs
28-THU	7:45	12:20	12:46	5:06		8hrs
29-FRI	7:48	12:01	12:33	5:00		8hrs
30-SAT						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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