

DAILY TIME RECORD
FORNES, MERCEDES V.

(NAME)

For the month of
December 1 - 31, 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	7:52	12:18	12:55	5:02		8hrs
3-TUE	7:51	12:18	12:53	5:00		8hrs
4-WED	8:00	12:17	12:50	5:00		8hrs
5-THU	7:49	12:22	12:55	5:07		8hrs
6-FRI	7:45	12:24	12:51	5:07		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:50	12:26	12:52	5:37		8hrs
10-TUE	7:51	12:18	12:56	5:28		8hrs
11-WED	8:04	12:08	12:49	5:33	4mins	7hrs 56mins
12-THU						SLP
13-FRI						SLP
14-SAT						Off
15-SUN						Off
16-MON						SLP
17-TUE	7:54	12:18	1:00	5:03		8hrs
18-WED						FL
19-THU						FL
20-FRI						FL
21-SAT						Off
22-SUN						Off
23-MON						FL
24-TUE						Holiday
25-WED						Holiday
26-THU						SL
27-FRI						SL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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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