

DAILY TIME RECORD
FORNES, MERCEDES V.

(NAME)

For the month of
January 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:58	12:15	12:49	5:01		8hrs
3-FRI	7:58	12:16	12:51	5:02		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:21	12:49	5:00		8hrs
7-TUE	7:50	12:19	12:44	5:00		8hrs
8-WED	7:47	12:20	12:42	5:00		8hrs
9-THU	8:00	12:19	12:52	5:00		8hrs
10-FRI	7:57	12:15	12:49	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:16	12:17	12:39	5:01	16mins	7hrs 44mins
14-TUE	8:00	12:16	12:50	5:00		8hrs
15-WED	7:53	12:11	12:48	5:00		8hrs
16-THU	8:04	12:06	12:19	5:01	4mins	7hrs 56mins
17-FRI	7:57	12:00	12:44	5:00		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:55	12:13	12:17	5:10		8hrs
21-TUE	7:52	12:14	12:29	5:03		8hrs
22-WED	7:41	12:24	12:42	5:00		8hrs
23-THU	7:45	12:00	12:25	5:09		8hrs
24-FRI	7:51	12:09	12:53	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:55	12:27	12:51	5:02		8hrs
28-TUE	6:51	11:00	12:00	4:00	2hrs	6hrs
29-WED						Holiday
30-THU	7:51	12:15	12:54	5:04		8hrs
31-FRI	7:53	12:21	12:53	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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