

DAILY TIME RECORD
FORNES, MERCEDES V.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	7:54	12:21	12:51	5:01		9hrs 8mins
2-SUN						Off
3-MON						Off
4-TUE	6:44	12:19	12:27	5:05		8hrs
5-WED	7:52	12:22	12:36	5:05		8hrs
6-THU	7:56	12:26	12:31	5:02		8hrs
7-FRI	7:51	12:22	12:51	5:08		8hrs
8-SAT						Off
9-SUN						Off
10-MON	6:46	11:04	11:27	4:02		8hrs
11-TUE	6:48	11:14	11:21	4:06		8hrs
12-WED	6:56	11:06	11:25	4:17		8hrs
13-THU	6:52	11:10	11:29	4:18		8hrs
14-FRI	6:53	11:06	11:24	4:03		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:52	12:01	12:22	6:01		8hrs
18-TUE	8:47	12:04	12:31	6:00		8hrs
19-WED	8:53	12:08	12:31	6:00		8hrs
20-THU			12:51	6:00		5hrs (SLP half day)
21-FRI	8:42	12:00	1:00	6:00		8hrs
22-SAT	8:00	12:00	1:00	5:00		8hrs
23-SUN						Off
24-MON	7:37	12:00	1:00	5:00		
25-TUE						Off
26-WED	8:00	12:11	12:31	5:00		8hrs
27-THU	7:55	12:13	12:51	5:00		8hrs
28-FRI	7:55	12:17	12:54	5:00		8hrs
29-SAT						Off
30-SUN						Off
31-MON	6:58	11:16	11:30	4:06		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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