

DAILY TIME RECORD
FORNES, MERCEDES V.
(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	6:58	11:00	11:25	4:01		8hrs
3-THU	6:54	11:06	11:34	4:06		8hrs
4-FRI	6:54	11:06	11:30	4:19		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:42	12:10	12:38	5:03		8hrs
8-TUE	7:47	11:01	11:32	6:00		8hrs
9-WED						Holiday
10-THU	8:47	12:10	12:41	6:00	41mins	7hrs 19mins
11-FRI	8:40	12:01	12:41	6:00	41mins	7hrs 19mins
12-SAT	7:27	12:16	12:28	5:00		9hrs 21mins
13-SUN						Off
14-MON						Off
15-TUE	7:46	12:09	12:38	5:00		8hrs
16-WED	7:55	12:00	7:55			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	6:53	11:07	11:34	4:01		8hrs
22-TUE	7:54	12:11	12:31	5:00		8hrs
23-WED	7:39	12:10	12:43	5:00		8hrs
24-THU	7:49	12:10	12:41	5:00		8hrs
25-FRI	7:45	12:19	12:35	5:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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)

DAILY TIME RECORD
FORNES, MERCEDES V.
(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	6:58	11:00	11:25	4:01		8hrs
3-THU	6:54	11:06	11:34	4:06		8hrs
4-FRI	6:54	11:06	11:30	4:19		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:42	12:10	12:38	5:03		8hrs
8-TUE	7:47	11:01	11:32	6:00		8hrs
9-WED						Holiday
10-THU	8:47	12:10	12:41	6:00	41mins	7hrs 19mins
11-FRI	8:40	12:01	12:41	6:00	41mins	7hrs 19mins
12-SAT	7:27	12:16	12:28	5:00		9hrs 21mins
13-SUN						Off
14-MON						Off
15-TUE	7:46	12:09	12:38	5:00		8hrs
16-WED	7:55	12:00	7:55			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	6:53	11:07	11:34	4:01		8hrs
22-TUE	7:54	12:11	12:31	5:00		8hrs
23-WED	7:39	12:10	12:43	5:00		8hrs
24-THU	7:49	12:10	12:41	5:00		8hrs
25-FRI	7:45	12:19	12:35	5:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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)