

DAILY TIME RECORD  
FORNES, MERCEDES V.

(NAME)

For the month of  
June 1 - 30, 2025  
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  | 7:49 | 12:15 | 12:51 | 5:00 |        | 8hrs        |
| 3-TUE  | 7:40 | 12:18 | 12:50 | 5:00 |        | 8hrs        |
| 4-WED  | 7:40 | 12:19 | 12:51 | 5:00 |        | 8hrs        |
| 5-THU  | 7:36 | 11:16 | 12:28 | 5:00 | 44mins | 7hrs 16mins |
| 6-FRI  |      |       |       |      |        | Holiday     |
| 7-SAT  |      |       |       |      |        | Off         |
| 8-SUN  |      |       |       |      |        | Off         |
| 9-MON  | 7:52 | 12:02 | 12:55 | 5:00 |        | 8hrs        |
| 10-TUE | 7:38 | 12:08 | 12:48 | 5:00 |        | 8hrs        |
| 11-WED | 7:40 | 12:11 | 12:43 | 5:01 |        | 8hrs        |
| 12-THU |      |       |       |      |        | Holiday     |
| 13-FRI | 7:46 | 12:20 | 12:45 | 5:24 |        | 8hrs        |
| 14-SAT |      |       |       |      |        | Off         |
| 15-SUN |      |       |       |      |        | Off         |
| 16-MON | 7:45 | 12:09 | 12:41 | 5:07 |        | 8hrs        |
| 17-TUE | 7:46 | 12:01 | 12:47 | 5:28 |        | 8hrs        |
| 18-WED | 7:38 | 12:01 | 12:39 | 5:49 |        | 8hrs        |
| 19-THU | 7:46 | 12:03 | 12:40 | 5:12 |        | 8hrs        |
| 20-FRI | 7:47 | 12:08 | 12:50 | 6:25 |        | 8hrs        |
| 21-SAT |      |       |       |      |        | Off         |
| 22-SUN |      |       |       |      |        | Off         |
| 23-MON | 7:45 | 12:02 | 12:54 | 5:00 |        | 8hrs        |
| 24-TUE | 7:45 | 12:01 | 12:53 | 5:00 |        | 8hrs        |
| 25-WED | 7:51 | 12:03 | 12:54 | 5:01 |        | 8hrs        |
| 26-THU | 7:49 | 12:00 | 12:51 | 5:00 |        | 8hrs        |
| 27-FRI |      |       |       |      |        | OB          |
| 28-SAT |      |       |       |      |        | OB          |
| 29-SUN |      |       |       |      |        | Off         |
| 30-MON | 7:45 | 12:01 | 12:54 | 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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FORNES, MERCEDES V.

(NAME)

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