### TIME & EFFORT DOCUMENTATION FORM

# This form must be signed and submitted for any time period during which the employee has worked on grant-related activities.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME:** | | | |  | | | | |
|  | | | |  | | | | |
| **POSITION TITLE:** | | |  | | | | | |
|  | | | |  | | | | |
| **GRANT TITLE:** | |  | | | | | | |
|  | | | |  | | | | |
| **DEPT.:** |  | | | | **CAMPUS:** |  | **GRANT BUDGET #:** |  |

I have performed the duties, as listed on my position description and/or per the grant obligation, for the following two-week pay period(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pay Period**  **(Start – End Dates)** | **# Hrs Worked on Grant Project** |  |  | **Total # Hrs Worked** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signature−Employee | Date Signed |  | Signature− Project Director (PD)/Supervisor |
|  |  |  |  |
|  |  |  |  |
| Print Employee’s Name |  |  | Print Name of Project Director/Supervisor |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(The Project Director should retain 1 copy of this completed form for his/her files for at least 3 years after the grant is completed and closed out.)

### TIME & EFFORT DOCUMENTATION FORM

# This form must be signed and submitted for any time period (preferably once per semester) during which the employee has worked on grant-related activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE NAME:** |  | **REPORTING SEMESTER:** |  |
| **POSITION TITLE:** |  | **SUPERVISOR:** |  |
| **DEPT.:** |  | **CAMPUS:** |  |

I have performed the duties, as listed on my position description and/or per the grant obligation, for the following period(s):

**Sponsored Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grant Programs** | **Org Code** | **Job Title** | **% Direct Charge** | **% Cost Share** | **% Total Effort** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total % Sponsored:** | | |  |  |  |

**Non-sponsored Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department or Office** | **Job Title** | | **% Direct Charge** | **% Cost Share** | **% Total Effort** |
|  |  | |  |  |  |
| **Total % Non-sponsored:** | | |  |  |  |
|  |  |  |  |  |  |
| **TOTAL EFFORT:** | | |  |  | **100%** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature−Employee |  | Date Signed |  | Signature− Project Director (PD)/Supervisor |

(The Project Director should retain on file 1 copy of this completed form for at least 3 years after the grant is completed.)

Time and Effort Reporting Instructions

A Time & Effort Documentation form is required for all college personnel who are fully or partially funded by one or more grants. The form must document that the grant-funded employee worked the time for which the grant compensated that employee.

A supervisor cognizant of how the grant-funded employee spent the time must countersign on the form. Forms should be completed and signed once for fall, spring, and summer semesters (winter session may be accounted for in either the fall or spring form, or may be reported on a fourth form if the PD/PI desires).

The PD/PI is responsible for securing all completed and signed forms and maintaining them on file. The PD/PI may be asked to forward copies of time and effort documentation to the Office of Grants Development. Errors in Time & Effort documentation discovered after certification must be corrected by recertifying and y providing an explanation of how the error occurred and what can be done to prevent its reoccurrence.

The first form may be completed by employees **funded 100% by a single** grant.

The second form must be completed by employees who are **funded by a grant and at least one other funding source**, such as another grant or the college. The second form reports only the percent of the employee’s compensated time that is funded by each source. These percentages must match the percentages paid by each source, and all sources must add to 100% of the employee’s compensation.

