## TIME AND EFFORT MONTHLY REPORT FORM

INSTRUCTIONS: This report is to be completed by all Title III Activity Directors and all personnel paid with Title III funds. Submit this completed form to the Title III Office (Patton Hall, Room 215), by no later than the 5<sup>th</sup> day of the following month.

This form must be accompanied with Time & Effort Daily Report Form.

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Name:			Period Month:		Year:	
Position Title:			Activity Director Name:		•	
Program Name	, Activity Number and Name:					
Description of M	lajor Grant-Related Tasks Perfo	ormed (Please list explic	itly and in past tense)		Related to	# of Hours
•	<u>,                                      </u>	<u> </u>	· · · ·		Objective #:	
					State	Title III
			Percent of Time & Ef	fort Budgeted:	%	9
						# of Hour
(Automatically co	alculated from page 2 – Daily R	eport Form) 1	otal hours for the month s	pent on Title III	Grant Activity:	
(Automatically calculated from page 2 – Daily Report Form) Total Leave Hours for the Month:						
(Automatically calculated from page 2 – Daily Report Form) Total Hours for the Month:						
I certify that this d this reporting peri	istribution of time and effort re		T CERTIFICATIONS stimate of the effort devote	ed to this grant c	or sponsored act	ivity during
Employee				 Date		
	e first-hand knowledge of the a effort during this reporting peri			rities listed abov	e and that it is a	n accurate
Activity Director				Date		
	at this <b>Time &amp; Effort Monthly</b> earned leave time, and actual t			r accuracy and s	erves as the basi	is for payroll
Title III Director						

## TIME AND EFFORT DAILY REPORT FORM This form must be accompanied with Time & Effort Monthly Report Form

Date	# of Hours	Leave Hours	Activity Performed (P	rovide brief ov	erview of grant	related task perfe	ormed for each da	y)	
1						<u>-</u>			
2									
3									
4									
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6									
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26 27									
28									
29									
30									
31									
			Employees			Doried Manth		Vocate	
Totals:			Employee:			Period Month		Year:	
Signature of Employee:			Date:						
Signature of Activity Director:		1	Date:						
Signature of Title III Director:				Date:					

## TIME AND EFFORT DAILY REPORT FORM (OPTIONAL: additional description of task performed)

Employee:		Period Month:		Year:	
Use this sect	ion for any additional or specific detail that space was i	not available to en	iter on previous daily desc	rintion	of task performed
<u>Day</u>	Task:	iot available to en	iter on previous daily desc	прион	or task performed.
	<del></del>				