Title III Grant - Persistence to Graduation
Time and Effort Report

FOR ADMINISTRATORS (exempt from overtime)

MONTH OF (circle one): Jan  Feb  Mar  Apr  May  Jun  July  Aug  Sept  Oct  Nov  Dec

YEAR (circle one): 2017  2018  2019  2020  2021  2022

EMPLOYEE NAME: ___________________________ DATE: ___________________________

TOTAL WORKLOAD is all the work done for the institution including a regular assignment, any overload assignments and/or any other work. However it is measured (hours, workload credits, etc.), this is the denominator of the monthly percentage calculation for your Time and Effort Report.

_______ % of my TOTAL WORKLOAD was devoted to the following Title III activities:

 Tasks from grant job description

_______ % of my TOTAL WORKLOAD was devoted to the following additional non-Title III Grant activities:

 See job description on file

(Percent of time must total to 100% of total workload)

I, the Supervisor, certify that I have first-hand knowledge of all work performed by this employee and that the distribution of activity represents a reasonable estimate of work performed during the stated period when considered in conjunction with other reporting periods. I, the Employee, certify that the above distribution of activity represents a reasonable estimate of all work performed by me during the stated period when considered in conjunction with other reporting periods.

Employee's Signature ___________________________ Date ___________________________

Supervisor’s Signature ___________________________ Date ___________________________

This report must be completed and returned to the Title III Office (Samantha Lincoln – Bowman Hall 219) no later than 3 working days after the end of each month (exempt employees)