



Title III Grant - Persistence to Graduation
Time and Effort Report

FOR HOURLY EMPLOYEES (who can receive overtime pay)

MONTH OF (circle one): Jan Feb Mar Apr May Jun July Aug Sept Oct Nov Dec
PAY PERIOD (circle one): First ½ of month Second ½ of month
YEAR (circle one): 2017 2018 2019 2020 2021 2022

EMPLOYEE NAME: _____ **DATE:** _____

_____ # of hours of my time and effort was devoted to the following **Title III** activities:

- Tasks from grant job description
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_____ # of hours of my time and effort was devoted to the following additional **non-Title III Grant** activities:

- See job description on file

(HOURS MUST TOTAL TO THE # OF COMPENSATED HOURS IN THE PAY PERIOD)

_____ % of time for the pay period (Title III hours/total compensated hours in the pay period)

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 1st and 2nd half of the month (hourly employees)**