

**TIME AND EFFORT REPORT**

**SECTION A. EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Reporting Mo/Yr: \_\_\_\_\_

Department: \_\_\_\_\_

**SECTION B. TIME & EFFORT REPORTING**

Record the actual percentage of your total effort expended to each obligation listed.

**SPONSORED PROJECT EFFORT DETAIL**

**FUNDING SOURCE ACCT #**

**% of EFFORT**

(Identify the sponsored project(s) and include a brief detail of obligations performed.)

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

Total Distribution:

**NON-SPONSORED EFFORT SUMMARY**

**FUNDING SOURCE ACCT #**

**% of EFFORT**

(Provide a summary of University obligations not sponsored by a grant/sponsored project.)

1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Total Distribution:

**Total Efforts (must equal 100%)**

Number of vacation hours taken during reporting period: \_\_\_\_\_

**SECTION C. SIGNATURES**

\*Employee: \_\_\_\_\_

Date: \_\_\_\_\_

\*I certify that the distributions of effort reflected on this report represent a reasonable estimate of the actual work performed during the period covered by this report.

\*\*Certifying Official: \_\_\_\_\_

Date: \_\_\_\_\_

(Project Director/Supervisor/Dean)

\*\*I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents a reasonable estimate of the actual work performed during the period covered by this report.