

## Time and Effort Report

<b>Name:</b>
<b>Position Title:</b>
<b>Department:</b>
<b>Academic Period:</b>

**NOTE:** Reports are due by June 15 for the Spring Semester; by September 15 for the Summer Semester; and by January 15 for the Fall Semester.

**Directions:** Please indicate below the areas in which work was performed this academic period by listing the percentage of time spent on each.

	<b>Fund Name</b>	<b>Fund #</b>	<b>Effort</b>	<b>Start Date*</b>	<b>End Date*</b>
<b>Base Salary:</b>	_____	_____	_____ %		
<b>Other:</b>	_____	_____	_____ %	_____	_____
<b>Other:</b>	_____	_____	_____ %	_____	_____
<b>Other:</b>	_____	_____	_____ %	_____	_____
	<b>Total (must be 100%):</b>		_____ %		

\* Of grant work for this period. The dates of grant work will correspond to the dates of the academic period unless the activity was restricted to a set time period during the academic period.

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To the best of my knowledge, the above is a true statement of the percentage of effort given to each category.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chair or Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_