

TIME & EFFORT REPORT (PROJECT NAME _____)

Name _____ Month/Yr _____

Contract: yes no Part Time Instructor: yes no EMPLID _____

Date	List and describe all PROJECTS and ACTIVITIES you performed related to this responsibility.	Number of Hours Worked

I certify that the above represents an accurate report of my time worked on this project.

Signature of Staff

Date

I certify that I have personal knowledge of the above employee's work and that this is a true and accurate statement of time worked.

Supervisor/Administrator/Committee Chair

Date