



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
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_____ % 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)**