

## OFFICE OF TITLE III PROGRAMS Time and Effort Report

This document is to be completed and submitted by the 5th day of each month for the preceding month by each employee (activity director/faculty/staff/students) with required signatures. Upload completed form to designated project activity Microsoft Teams channel.

Activity Number/Name:		Month/Year:	
Employee Name:		Position Title:	
<b>Distribution of Time and Effort</b>	Budget Code Record the percentage of effort given to each	Percentage of Time and Effort area listed.	
Title III Duties			
Non-Title III Duties (Note: If you are 100% comp	pensated by Title III, then your time must equal 10	00%) TOTAL: (cannot exceed 100%)	
Major Title III Work Per	formed and Outcomes Based on Activity Objec	tives and Performance Indicators	
I certify that this distribution of time a reporting period.	nd effort represents a true accounting of my effort	expended on Title III duties during this	
Employee:	Da	ate	
Supervisor:	Da	ate	
Activity Director:	Da	ate	
Title III Director:	Da	ate	