



TITLE III/SPONSORED PROGRAMS MONTHLY TIME AND EFFORT REPORT

SECTION A. EMPLOYEE INFORMATION

Employee Name: _____ Position/Title: _____

Department: _____ Employee #: _____ Month/Year: _____

SECTION B. TIME & EFFORT REPORTING (TIME DEVOTED TO PROJECT)

Record the percentage of effort given to each area listed

<u>ACTIVITIES</u>	<u>ACTIVITY #</u>	<u>% of EFFORT</u>
I. Instruction		
II. Program Name		
Choose A Program	#N/A	#N/A

If you work with two different Title III funded activities, complete #2.

Choose A Program	#N/A	#N/A
Total Efforts (must equal 100%)		#N/A

Major Title III Work Performed	Percentage of Time (%)

SECTION D. SIGNATURES

I certify that the above information is correct

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Activity Director: _____

Date: _____

Title III Director: _____

Date: _____