

TIME & EFFORT PERSONNEL ACTIVITY REPORT

For the Time Period _____ through _____

In order to comply with the requirements for Time & Effort reporting, faculty or professional staff working on an externally funded activity must complete this form. This form is designed to document the percentage of time spent by the faculty or professional staff person on the activities identified below for the time period indicated.

NAME: _____

DEPARTMENT: _____

<u>Activity</u>	<u>Account No.</u>	<u>Actual Time/ Effort Pct.</u>
Instructional Activities		_____
Administrative Activities		_____
Externally Funded Activities	_____	_____
	_____	_____
	_____	_____
	_____	_____

TOTAL 100%
 (Total percentage of time for all activities must equal 100%)

I certify that the above percentages in the actual time/effort percent column represent a reasonable approximation of my activity for this period.

I hereby certify that the actual time/effort percentage reflects the distribution of activity for the individual for this period.

 Employee's Signature Date

 PI's Signature Date

 Additional Confirming Signature Date
 (If needed)

NOTE: If the employee identified above is also the Principal Investigator, then the employee's immediate supervisor must sign confirming the employee's percentage of time spent on the activities identified above. If the employee is working on more than one externally funded activity, additional signatures may be needed.

The completed form should be returned to Restricted Funds Accounting, Controller's Office, 103 Swords Hall.