

## **TIME AND EFFORT REPORTING INSTRUCTIONS**

The Department of Education requires the University to document and maintain Time and Effort Certifications on all Federally supported employees. Internal procedures have been developed to ensure adherence to this requirement.

Each Title III-funded employee is required to complete a Time and Effort Certification form indicating his/her activities during the month. The certification form must be verified and signed by the employee and the Activity Director. Completed Time and Effort Certification forms must be submitted to the Title III Office on the fifth day of the following month. The Title III Office will sign and forward Time and Effort Certifications to the Office of Grants and Contracts Accounting.

Copies of completed Time and Effort Certification Forms are to be maintained in the Activity files, Title III Administrative Office, and the Office of Grants and Contracts Accounting.

## **DEFINITIONS, EXPLANATIONS AND EXAMPLES**

- **EMPLOYEE NAME** – (Please state your full name)
  - *Example:* John M. Doe
- **TIME PERIOD COVERED** – (Please state the entire time period you are reporting)
  - *Example:* October 1-31, 2010
- **JOB TITLE** – (Please state your job title)
  - *Example:* Program Specialist I
- **STUDENT \_\_\_\_\_STAFF \_\_\_\_\_FACULTY \_\_\_\_\_** – (Please select one)
  - *Example:* Student   X
- **TITLE III GRANT: HBCU \_\_\_\_\_HBGI \_\_\_\_\_MFP \_\_\_\_\_** – (Please select all grants you are paid from if more than one)
  - *Example:* HBCU   X   HBGI   X
- **TITLE III ACTIVITY NO. AND NAME** – (Please state your Title III Activity Name and Fund Number that you are being paid from)
  - *Example:* Program Administration, 22201G
- **TITLE III ACTIVITY DIRECTOR** – (Please state the name of the Activity Director)
- **PERCENT OF SALARY PAID FROM: TITLE III \_\_\_\_\_UNIVERSITY \_\_\_\_\_GRANT \_\_\_\_\_OTHER \_\_\_\_\_**  
(Please identify if you are being paid outside of Title III.)
  - *Example:* If 50% of your salary is paid by the University and 50% is paid by Title III you would put 50 in each category. TITLE III   50%   UNIVERSITY   50%

- **TIME AWAY FROM WORK** – (Please state time you were away from your job)
  - **Example:** If the total numbers of hours worked for the month are 140 and you have taken 14 hours of Annual Leave = 10% (14/140), 7 hours of Sick Leave = 5% (7/140)

Time Away from Work	Percentage of Time (%)
Annual Leave	
Sick Leave	
Holiday	
Bereavement	
Jury Duty	

- **DUTIES PERFORMED WITH TITLE III AND OUTSIDE OF TITLE III DUTIES**  
(Please state the work you have performed during the current period)

**NOTE: DO NOT** list the job duties on your job description

- **Example:**
  - 12% - Provide administrative support to entire department, including but not limited to creating/updating forms, completing documents on behalf of office staff, receiving and distributing mail, answer office telephone line, greet visitors, manage Director’s calendar and provide Director executive support.
  - 15% - Process documents submitted to Title III Office for approval such as: budget revisions, purchase requisitions, travel requisitions and travel expense reports.
  - 10% - Provide budgetary assistance to Director with budget analysis reports, pulling grant inception to date reports 3 times a week, maintaining budget records and researching activity accounts.
  - 20% - Provide support directly to Activity Directors and their staff. Answer questions related to documents submitted for approval, allowable and unallowable cost, reports and federal regulations. Also assisted Activity Directors with Phase II submissions
  - 35% - In meetings or doing task related to the meetings. Worked on HBCU Phase II Submission and Stipend Process.

(Please state any work you performed outside of Title III)

Major Title III Worked Performed	Percentage of Time (%)
Other Worked Performed Outside of Title III Duties	Percentage of Time (%)

- **PERIOD TOTAL** \_\_\_\_\_% - (This should always be 100%. This form is meant to capture 100% of your work time, in and outside of Title III. The 100% will include any time away from work too.)
  - *Example: 15% away from work and 85% work performed = 100%.*

**NOTE**

Please make sure **ALL SIGNATURES** are obtained on the form before submitting it to the Title III Program Office. The Title III Director's Signature will be the final signature obtained in the Title III Program Administration office.

**PLEASE FILL THIS FORM OUT IN ITS ENTIRETY.**

If you have any questions please contact your Program Specialist

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