Smaller logo 1**TITLE III**

**MONTHLY TIME AND EFFORT FORM**

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| **SECTION A. EMPLOYEE INFORMATION** |
| ‘  [  Employee Name: Position/Title:        Employee Number: Month/Year: Department: |
| **SECTION B. TIME & EFFORT REPORTING (TIME DEVOTED TO PROJECT)** |
| **Record the percentage of effort given to each area listed**  **ACTIVITIES ACTIVITY # % of EFFORT**  I. Instruction  II. Program Name  1. Choose an Activity Name Choose an Activity #  **If you work with two different Title III funded activities, complete #2.**  2. Choose an Activity Name Choose an Activity #    III. Other Activities  1.  2.  **Total Efforts (must equal 100%) 100%** |
| **SECTION C. DETAILS OF TITLE III WORK PERFORMED** |
| **(Note: If you are 100% compensated by Title III, then your time must equal 100%)**   |  |  | | --- | --- | | **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:  Director of Title III: Date: |