Title III Office –Philander Smith College

Monthly Time and Effort Verification Form

- The Department of Education requires the College to document and maintain Time and Effort Certification on all Federally supported employees.

- This report must be based on an after-the-fact determination of the employee's actual activities (i.e., time/effort cannot be estimated in advance).

Employee's Name:_____
Activity Name:_____
Department: _____
Position Title: _____
Report for the Period:_____

During the reporting time period, my responsibilities were divided between/among the following activities in the approximate percentages shown. (*Use additional attachment as needed*).

Funding Source	**% of Time & Effort**
TITLE III – Major Title III Work Performed	
	%
	%
	%
	%
OTHER– EXAMPLE (GENERAL FUNDS) Activities completed/Work performed	
	%
	%
TOTAL (SHOULD ADD UP TO 100%)	

I certify that I only performed job duties related to the activities listed above.

_____ _____ _____
Employee's Name (*Print*) Employee's Signature Date

To be completed by supervisor having firsthand knowledge of the employee's work.
The information recorded on this *form* is true and correct to the best of my knowledge.

_____ _____ _____
Supervisor's Name (*Print*) Supervisor's Signature Date

Submit the completed and signed *Time and Effort Form* to the **Title III Office on or before the 7th day after last day of each month.**