



Eastern Connecticut State University

TIME AND EFFORT FORM

In order to comply with the university and government's requirements for "time and effort reporting," this form must be completed at the end of each pay period for hourly employees and at the end of each semester for faculty working on a Grant Sponsored Project.

Name:

Department:

Position:

Hourly Employees: Please select appropriate period from the drop down:

Faculty: Please select appropriate semester from the drop down:

Banner Index

Grant Title

Percentage of Effort

Must equal 100%

I certify that the information provided above is correct and salary and wages charged to externally funded activities and other categories listed above are reasonable in relation to the work performed.

Employee Signature _____ Date _____