



Instructions: All personnel paid from grant funds must record time and effort in order to adhere to 2 CFR 200. You are required to submit a completed form to the Business and Finance office for each pay period.

Pay Period:

Employee Name:

Full-time Employee?	Project Description	Time Worked	Total Hours	Date
<ul style="list-style-type: none"> • Yes • No 				

This column should equal the total amount of hours paid for per grant.

Accomplishment:

Impact:

If additional space is required please add a Word document with the required details.

I certify that I have reviewed the above information and find it to be accurate

Signature: _____
(Employee)

Date: _____
(Date)

Signature: _____
(Supervisor)

Date: _____
(Date)

Signature: _____
(Asst. VP for Business and Finance)

Date: _____
(Date)

Signature: _____
(VP for Business and Finance)

Date: _____
(Date)