

Monthly Time-and-Effort Certification

Name:

Actual Payroll Cycles:

**TIME AND EFFORT RECORD FOR SPLIT-FUNDED STAFF AND/OR
STAFF WORKING ON TWO OR MORE COST OBJECTIVES**

Indicate the percentage of time you worked for the month charged to any federal funds. The total, including all funding used, must equal 100%. The payroll month may coincide with one or more pay periods. This record is an after-the-fact determination of actual effort expended.

Funding Source	Activities	Percent of Budget Time	Percent of Actual Time
		0%	0%
	TOTAL	0%	0%

The employee signing this attests to working 100% of his/her time on the indicated activities.

Employee

Title