

# TIME AND EFFORT LOG

Title \_\_\_\_\_

Month July

Year 2018

Name First/Last

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Initial \_\_\_\_\_

DIRECT TIME PROGRAM NAME	Account for all time worked per day. (Minimum of 1/4 hour increments)																															TOTAL HOURS	TOTAL %		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Insert federal award funding title																																	#DIV/0!		
																																	#DIV/0!		
Insert other funding																																	#DIV/0!		
source(s) below:																																	#DIV/0!		
General Funds																																0.0	#DIV/0!		
Special Education																																0.0	#DIV/0!		
																																	#DIV/0!		
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																																	#DIV/0!		
																																	#DIV/0!		
																																	#DIV/0!		
<b>SUBTOTAL</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	#DIV/0!	
<b>INDIRECT TIME</b>																																			
Sick Leave																																			#DIV/0!
Holiday																																			#DIV/0!
Annual Leave																																			#DIV/0!
Prof. Development																																			#DIV/0!
Other (Describe)																																			#DIV/0!
<b>SUBTOTAL</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	#DIV/0!	
<b>GRAND TOTALS</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	#DIV/0!	

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. (2 CFR 200.430-431)

Time must be documented in hours, not percent.

This form is to be completed only by staff that are "split-funded": partially funded through Title I and partially funded through another funding source (general funds, special education funds, Title III, etc.)