

GEAR UP Iowa

Time and Effort Activity Report

State Audit Regulations and Federal Regulations (Circular OMB A-87, A-21 and A-122) require that a Time and Effort Reporting system be used to document salary charges to grants and contracts for institutions receiving grant funding. The distribution of salaries that are connected to grants and contracts is based on budgeted, planned or assigned work activities, updated to reflect any significant changes in work distribution. A Time and Effort Activity Report must be completed by each employee working on a sponsored program account to cover each month covered by the grant project. The hours shown should be a reasonable distribution of the employee's time spent on the project. Failure to return these reports promptly will result in grant related compensation being delayed until the reports are submitted.

Staff Name: _____

Position Title: _____

Month: _____ **Year:** _____

DAY	1	2	3	4	5	6	7
Hours Worked							
DAY	8	9	10	11	12	13	14
Hours Worked							
DAY	15	16	17	18	19	20	21
Hours Worked							
DAY	22	23	24	25	26	27	28
Hours Worked							
DAY	29	30	31				
Hours Worked				Total Hours for the Month: _____ at \$_____ per hour.			

Please provide a brief description of the work performed during this period.

I certify that the above distribution of time and effort represents a reasonable estimate of the effort (time) expended by (me)(this employee) during the pay period covered by this report.

Signature of Employee

Date: _____

Signature of Supervisor:

Date: _____