

MISSOURI SOUTHERN STATE UNIVERSITY

TITLE III GRANT: PATHWAYS TO SUCCESS

Time & Effort Form

Employee Information

Complete the following information in the spaces provided. Attach a copy of any applicable institutional leave documents.

Pay Period: _____ Date Form Completed: _____

Employee Name: _____

Title III Grant Position Title: _____

Time Certification

Specify the following information by filling in the blanks below.

Time on Title III Tasks

I certify that at least _____ % of my time and effort (_____ hours) was devoted to the Title III Pathways to Success grant program.

Tasks Completed:

Time on Non-Title III Tasks

I certify that no more than _____ % of my time and effort (_____ hours) was devoted to non-Title III work.

Employee Verification

Employee sign and date below and obtain Project Director signature. Submit signed document to the Title III Activity Director/Support Specialist no later than one week following the end of the pay period documented on this form.

Employee Signature

Date

Project Director or Supervisor Signature

Date