**TITLE III**

**MONTHLY TIME AND EFFORT FORM**

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| **SECTION A. EMPLOYEE INFORMATION** |
| ‘[Employee Name: Position/Title:    Employee Number: Month/Year: Department:  |
| **SECTION B. TIME & EFFORT REPORTING (TIME DEVOTED TO PROJECT)** |
| **Record the percentage of effort given to each area listed****ACTIVITIES ACTIVITY # % of EFFORT**I. InstructionII. Program Name1. Choose an Activity Name Choose an Activity # **If you work with two different Title III funded activities, complete #2.**2. Choose an Activity Name Choose an Activity # III. Other Activities1. 2.  **Total Efforts (must equal 100%) 100%** |
| **SECTION C. DETAILS OF TITLE III WORK PERFORMED** |
| **(Note: If you are 100% compensated by Title III, then your time must equal 100%)**

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| **Major Title III Work Performed** | **Percentage of Time (%)** |
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| **SECTION D. SIGNATURES** |
| **I certify that the above information is correct**Employee: Date: Supervisor: Date:Activity Director: Date:Director of Title III: Date:  |