

MONTHLY TIME EFFORT REPORT

MONTH: _____.

TIME AND EFFORT REPORT

WEEK OF _____.

PROJECT / TASK	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
Instructional / Classroom								0
Recruiting								0
Advising								0
Planning								0
Vacation / Sick / Holiday								0
Other:								0
TOTAL HOURS	0	0	0	0	0	0	0	0

WEEK OF _____.

PROJECT / TASK	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
Instructional / Classroom								0
Recruiting								0
Advising								0
Planning								0
Vacation / Sick / Holiday								0
Other:								0
TOTAL HOURS	0	0	0	0	0	0	0	0

WEEK OF _____.

PROJECT / TASK	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
Instructional / Classroom								0
Recruiting								0
Advising								0
Planning								0
Vacation / Sick / Holiday								0
Other:								0
TOTAL HOURS	0	0	0	0	0	0	0	0

WEEK OF _____.

PROJECT / TASK	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
Instructional / Classroom								0
Recruiting								0
Advising								0
Planning								0
Vacation / Sick / Holiday								0
Other:								0
TOTAL HOURS	0	0	0	0	0	0	0	0

Employee Signature _____.

Date _____.

Instructor

MONTHLY TIME EFFORT REPORT

MONTH: _____.

Grant Manger Signature _____.

Date _____.