



# MONTHLY TIME AND EFFORT REPORT

CAO-44A

(please print)

## SECTION A. EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Month Ending: \_\_\_\_\_  
(Include Year)

Tech ID: \_\_\_\_\_ Department: \_\_\_\_\_

## SECTION B. FULL-TIME EFFORT - FACULTY AND GRADUATE STUDENT HOURS

Record the percentage of effort given to each area under regular appointment.

Cost Center #	Effort
Instructional: _____	_____ %
Administration: _____	_____ %
Other: _____	_____ %
<b>Total:</b> (must be 100%)	_____ %

*(Overtime hours should be listed in Section C.)*

## SECTION C. OVERTIME AND ADJUNCT

Record overtime and adjunct hours in this section.

Do not record hours worked for regular appointment (listed above).

Cost Center #: \_\_\_\_\_ Project Title: \_\_\_\_\_

Date	1	2	3	4	5	6	7	8	9	10	11
Hours											
Date	12	13	14	15	16	17	18	19	20	21	
Hours											
Date	22	23	24	25	26	27	28	29	30	31	
Hours											

## SECTION D. SIGNATURES

To the best of my knowledge, the above is a true statement of the percentage of effort given to each category.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Director/ Chair or Dean\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\* If the employee is the Grant Director, the department chair or college dean must sign.*