

Employee Time and Effort Record

7.36
(09-01-92)

Any employee who is employed in a position paid partially from Federal Funds shall be required to maintain a weekly Time and Effort Record. Time and Effort Records shall be based on the job description of the position is funded. The Time and Effort Records shall be kept in the Unit/Department files. (See Sample A).

NOTE: Hours worked must reflect the required hours for each funding source during the monthly pay period. It is the responsibility of the way that tasks performed are within the allotted time frames on a monthly basis.