

Vincennes University Time and Effort Reporting Form

Time and effort certifications are required for all Vincennes University (VU) employees whose salaries are charged to grants. In order for the VU to comply with this "time and effort reporting" requirement, each faculty member or employee working on a federal or state grant or contract needs to complete this form by the end of each **month**. Additionally, whenever any salary is charged or committed to a sponsor, VU needs to keep accurate records of this obligation, so the employee needs to complete this form.

Please send the completed form to Accounting Office. If you have any questions, please call Stephanie Nuttall, Grant Accountant, ext. 5790.

Name: _____ Department: _____
Month Reported: _____

Provide a breakdown of your responsibilities for the month. The total must equal 100% of your regular workload. Regular salaried employees are on a 37.5 hour work week. Please use additional sheets as necessary.

	Actual Effort: %
Indirect Administrative Activities	_____
Administrative activities	
Grant [Fund # _____]	_____
Grant [Fund# _____]	_____
TOTAL	<u>100%</u>

I certify that the information provided is correct.

Employee Signature _____ Date _____

Confirming Signature (if necessary) _____ Date _____