

MATHIS INDEPENDENT SCHOOL DISTRICT



TIME & EFFORT MONTHLY CERTIFICATION

Employee Name _____ For the month/year: _____

Position Title _____

Percent of Salary Paid from: Grant/Fund Title: _____ % _____

Grant/Fund Title: _____ % _____

Total _____ % _____

<u>Major Work Performed</u>	<u>Grant Title</u>	<u>Percentage of Time (%)</u>
Monthly Total Percentage		

<u>Other Work Performed</u>	<u>Date(s) & Time</u>	<u>Percent of Time (%)</u>

Monthly Payroll Certification

We certify that the above information is correct.

Employee's Signature

Date

Supervisor's Signature

Date

This time and effort report must be completed, submitted and filed monthly in the Payroll Department no later than the close of the 5th working day of each month following the covered time frame.

Each employee should maintain a detailed schedule of work activities per day to support the "work performed" percentage as noted on this form.

Payroll/Business Office Use

<u>Grant/Fund Title</u>	<u>Budgeted %</u>	<u>Actual %</u>	<u>Difference %</u>	<u>Adjusted %</u>	<u>Comments</u>