RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Time and Effort Certification Form

Time and effort reporting is essential to document that the time charged to a grant award matches the effort expended on a grant award. For this reason, each person employed, in part or in whole, directly or as part of a required match, on a grant-funded project must report the distribution of total time and effort expended on a monthly basis on all activities, including both grant-funded and non-grant-funded activities. The Grant Manager for each listed grant will collect monthly Time and Effort report from each employee and then review and certify the time distribution. If there are deviations between what is budgeted and what actually occurs, the Grant Manager will work with the Budget Analyst to adjust the Personnel expenditures for the month. Employees assigned to more than one grant will need to submit a Time and Effort report to each grant manager who will sign and certify.

Institutional Information

☐ District ☐ Moreno Valley ☐ Norco ☐ Riverside

Name:_____ ☐ **Permanent Full-Time** ☐ **Permanent Part-Time**

Title/Department (or Program):_____

Reporting Period: Month:_____ **Year:** _____

Provide a breakdown of your activities during this reporting period, including activities funded by both the institution and by grants and other external sources. The total must equal 100% of your time.

Institutionally Funded Activities:

- Teaching and Teaching-Related Activities _____%
- Advising & Other Student Services _____%
- Other Activities _____ _____%

Externally Funded Activities: (list Project Name and Budget Code for each project which time is applied)

		Check Box if Match	
1)	Project Name _____		
	Budget Code:_____	☐	_____%
2)	Project Name _____		
	Budget Code:_____	☐	_____%
3)	Project Name _____		
	Budget Code:_____	☐	_____%
4)	Project Name _____		
	Budget Code:_____	☐	_____%
TOTAL (Must equal 100%)			_____%

I certify the percentages of effort shown above represents a true and accurate report of my effort for the period indicated. (Sign electronically and push through Adobe for signature)

Employee Signature:_____ **Date:**_____

Certifying Signature:_____ **Date:**_____

Note: The Grant Manager is the Certifying Official for all grant-funded employees; if the Grant Manager is the Employee, his/her immediate supervisor or designee is the Certifying Official.

☐ Above breakdown differs by 5% or more than how employee was paid and an adjustment to the salary expenditure is required. Submit a copy to Budget Office.