



100% Time and Effort Reporting

Semi-Annual Certification for Full and Part-Time Employees

*For use only with positions funded to work on a single cost objective.
Please note, a single cost objective can be a single function, a single grant or a single activity.*

Grant Name: _____

I, _____, certify that I have spent 100% of my time for the period of _____ through _____ performing duties associated with grant activities.

Employee's Printed Name *Signature* *Date*

Supervisor's Printed Name *Signature* *Date*