

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

## TIME AND EFFORT REPORTING

Grant Project: \_\_\_\_\_

Grant Period: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Percentage of Time Assigned to Grant Project: \_\_\_\_\_

Reporting Period Dates \_\_\_\_\_

DATE	TASKS	HOURS
		37.5
		37.5
		37.5
		37.5
		37.5

Total Hours \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Immediate Supervisor

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.