

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE



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