

**Hamilton College**  
**Time and Effort Reporting Form**

In order to comply with federal guidelines, this form must be completed and returned to the Academic Business Manager at the end of each semester and summer by every faculty member or professional staff working on an externally funded project.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Semester reported: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Provide a breakdown of your responsibilities for this semester. The total must equal 100%.

Teaching and teaching-related activities \_\_\_\_\_

Administrative activities \_\_\_\_\_

Service activities \_\_\_\_\_

Externally funded activities (percentages should reflect time paid by grant as well as unpaid time contributed to the project, i.e., in-kind)

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Please send the completed form to Carol Young in the Dean of Faculty's Office.

I certify that the information provided is correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Confirming Signature\*

\_\_\_\_\_  
Date

\*NOTE: If the employee named above is also the Project Director, then please ask the Department Chair to sign as the confirming signature, The Project Director may sign for all other salaried employees working on the project.