

**COLLEGE OF THE MAINLAND
CONTRACT EMPLOYEE - MONTHLY TIME AND EFFORT LOG**

****Any contract employee paid with federal or state grant funds must complete a monthly time and effort log.****

(If different funding sources with different supervisors are involved, please complete separate monthly time and effort logs.)

Grant supervisors should submit all signed time and effort logs to the Grant Accountant by the 3rd working day of the following month.

Month/Year: _____
 Employee Name: _____
 Datatel ID: _____

Activity Code								Totals
Grant Name								
Days of the Month								
1								0
2								0
3								0
4								0
5								0
6								0
7								0
8								0
9								0
10								0
11								0
12								0
13								0
14								0
15								0
16								0
17								0
18								0
19								0
20								0
21								0
22								0
23								0
24								0
25								0
26								0
27								0
28								0
29								0
30								0
31								0
Total Hours	0	0	0	0	0	0	0	0

I certify that this report represents a true recording of effort expended for the period indicated and that I have full knowledge of those activities.

Contract Signature : _____

Date: _____

Supervisor's Signature : _____

Date: _____

Received by Grant Accountant: _____

Date: _____