



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## Monthly Time and Effort Reporting (TER) Documentation Form (GRANT-FUNDED EMPLOYEES)

This form is to be completed at the end of each MONTH.

### GENERAL GRANT INFORMATION:

Name of Funding Agency: \_\_\_\_\_ Name of Grant: \_\_\_\_\_  
Grant/Contract #: \_\_\_\_\_ Grant Period: \_\_\_\_\_  
Name of Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Compensation percentage from each source (complete all that apply):

GRANT FUNDS \_\_\_\_% OTHER FUNDS \_\_\_\_% STIPEND \_\_\_\_ Hour

### TIME AND ATTENDANCE FOR GRANT FUNDED WORK

Certification Period: FROM: \_\_\_\_\_ THROUGH: \_\_\_\_\_

Type of Schedule: ☐ Daily ☐ Weekly ☐ Biweekly ☐ Monthly

Program or Cost Objective	Distribution of Time
	%
	%
Total	100%

JOB OBJECTIVES COMPLETED (Description of Services Completed):

*I certify that I performed work consistent with the job objectives and as distributed in the above percentage during the Certification Period.*

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Employee: \_\_\_\_\_

*I certify that I have firsthand knowledge that the above employee performed work consistent with the job objectives and as distributed in the above percentages during the Certification Period.*

SIGNATURE OF SUPERVISOR: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Supervisor: \_\_\_\_\_

(Note: Please attach supporting documentation as applicable – copies of time sheets.)