

TUSKEGEE UNIVERSITY
Office of the Provost, Tuskegee, AL 36088

TIME AND EFFORT REPORT

College / Unit _____

Department _____

Name _____ Title _____

Period _____

	ACTIVITY	ACCOUNT #	% EFFORT
(1)	<u>Teaching</u>		
(2)	<u>Research</u>		
(3)	<u>Service</u>		
(4)			
	TOTAL		100%
I certify that the above activity represents a reasonable estimate of my effort.		I certify that I have knowledge of the duties performed by this employee and in my opinion; the above is a reasonable estimate of his/her effort.	
Employee Signature _____ Date _____		Signature of Dean/ Director _____ Date _____	

Please Note: Total Percentage of Time cannot exceed 100%