



ARIZONA GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs



Time and Effort Form

In accordance with Financial Packet Guidelines and Instructions, this form is required to be completed, signed and submitted with the monthly financial packet for each staff member whose personnel costs are being invoiced or reported as cost share.

Staff Member

Employee Name:		ID#:	
Position:			
School / Department:			

Statement of Time and Effort Charged or Contributed

Pay Period Beginning:		Pay Period Ending:	
Account:			
Effort (# hours):			
Brief Description:			

Certification

I certify that, in my best judgment, this is a correct record of my time and effort charged or contributed to the GEAR UP program during the noted period.

I certify that, with the modifications noted, this is a correct record of my time and effort charged or contributed to the GEAR UP program during the noted period.

Employee Signature		Supervisor Signature	
Signature ↑	Date ↑	Signature ↑	Date ↑
Print Name ↑		Print Name ↑	