



# Central Connecticut State University

## Time and Effort Activity Report for Part-Time Employees Fiscal Year 2023-2024

**For the Pay-Periods (please select one)**

**Notes/comments:**

Pay periods: 07/01/2023 - 09/21/2023

\_\_\_\_\_

Pay periods: 09/22/2023 - 12/28/2023

\_\_\_\_\_

Pay periods: 12/29/2023 - 03/21/2024

\_\_\_\_\_

Pay periods: 03/22/2024 - 06/30/2024

\_\_\_\_\_

Grant Project Director's Name: \_\_\_\_\_

Title of Grant: \_\_\_\_\_

Grant Banner Index: \_\_\_\_\_

<b><u>Part-Time Employees Name(s):</u></b>

I certify that the submission of this time and effort form is based on records that accurately reflect the work performed by the part-time employee(s) listed above, is for the hours that I have authorized, that the hours listed on CORE-CT have been certified by me or a designee on my behalf, and that the part-time employee(s) worked solely on the grant listed above, during the period covered by this report.

\_\_\_\_\_  
Typed Name of Grant Project Director

\_\_\_\_\_  
Signature of Grant Project Director

\_\_\_\_\_  
Date

Completed and signed time and effort reports should be returned by the following dates:	
<b><u>Reporting Period</u></b>	<b><u>Reports are due no later than:</u></b>
Pay periods: 07/01/2023-09/21/2023	Monday November 13, 2023
Pay periods: 09/22/2023-12/28/2023	Monday February 12, 2024
Pay periods: 12/29/2023-03/21/2024	Monday May 13, 2024
Pay periods: 03/22/2024 06/30/2024	Monday August 12, 2024