



# Central Connecticut State University

## Time and Effort Activity Report for Part-Time Employees Fiscal Year 2024-2025

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

**Notes/comments:**

Pay periods: 07/01/2024 - 09/21/2024

\_\_\_\_\_

Pay periods: 09/22/2024 - 12/28/2024

\_\_\_\_\_

Pay periods: 12/29/2024 - 03/21/2025

\_\_\_\_\_

Pay periods: 03/22/2025 - 06/30/2025

\_\_\_\_\_

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

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

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

**Part-Time Employees Name(s):**


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:

**Reporting Period**

**Reports are due no later than:**

Pay periods: 07/01/2024-09/21/2024

Monday November 11, 2024

Pay periods: 09/22/2024-12/28/2024

Monday February 10, 2025

Pay periods: 12/29/2024-03/21/2025

Monday May 12, 2025

Pay periods: 03/22/2025 06/30/2025

Monday August 11, 2025