



HARTNELL COLLEGE

Hartnell Community College

Time Log for Estimated Distribution of Effort

Name _____

Grant/Project _____

Time Period: Weekly Monthly Quarterly (check one) Funding Source: Grant Funded Cost Share/Match Other (check one)

Estimated Distribution of Effort

One or the Other

Activity	Date(s)	Deliverable(s)	Amount in Hours	Percentage of total worktime
Workshop	10/1/2014	Example 1: 20 participants attended training on outcomes assessment.	1.50	
Project	10/10/2014	Example 2: Create and implement Grant XXX goals, coordinate delivery of service goals. Plan, coordinate and supervise Grant XXX operations.		20%

Certify Below:

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____