



# Time and Effort Report

SBDC Regional Center \_\_\_\_\_

Time and Effort Report for \_\_\_\_\_ to \_\_\_\_\_  
*(enter six month time period)*

Employee name \_\_\_\_\_

<u>Contract</u>	<u>% of salary</u>
Values Fund	
SBA contract	
Other	_____
Total percentage	=====

I certify that the above percentages accurately reflect my time spent on the above contracts.

\_\_\_\_\_  
Employee signature

Date

\_\_\_\_\_  
Supervisor signature

Date