



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Semi-Annual Time and Effort Reporting (TER) Documentation Form (GRANT-FUNDED EMPLOYEES)

This form is to be completed SEMI-ANNUALLY.

GENERAL GRANT INFORMATION:

Name of Funding Agency: _____ Name of Grant: _____
Grant/Contract #: _____ Grant Period: _____
Name of Employee: _____ Employee ID: _____

Compensation percentage from each source (complete all that apply):

GRANT FUNDS ____% OTHER FUNDS ____% STIPEND ____ Hour

TIME AND ATTENDANCE FOR GRANT FUNDED WORK

Certification Period: FROM: _____ THROUGH: _____

Type of Schedule: ☐ Daily ☐ Weekly ☐ Biweekly ☐ Monthly

Program or Cost Objective	Distribution of Time
	100%

JOB OBJECTIVES COMPLETED (Description of Services Completed):

I certify that I performed work consistent with the job objectives and as distributed in the above percentage during the Certification Period.

SIGNATURE OF EMPLOYEE: _____ Date: _____

Printed Name of Employee: _____

I certify that I have firsthand knowledge that the above employee performed work consistent with the job objectives and as distributed in the above percentages during the Certification Period.

SIGNATURE OF SUPERVISOR: _____ Date: _____

Printed Name of Supervisor: _____

(Note: Please attach supporting documentation as applicable – copies of time sheets.)