

# Time and Effort Record Completion Instructions

- Use blue or black ink only.
- Do not erase any entry.
- Do not use whiteout.
- Make corrections by crossing out incorrect data and entering correct data; employee and supervisor must initial.
- Supervisors must sign the **Time and Effort Record**.

1. **Employee Name** - Last name, first name, middle initial.
2. **Pay Period** - Month and dates; use dates listed on Payroll Calendar.
3. **SSN/PEID** - Your Social Security Number and Personal Entity Identification Number.
4. **Campus or Work Location** - Primary campus and location of work assignment.
5. **Page of** - Number of pages of your **Time and Effort Record** for this pay period.
6. **GL Dept. #** - Department number for this contract work; five digits. Ask your supervisor if you are unsure. Example: 13301
7. **Rate \$** - If paid by the hour, your hourly rate on this contract.
8. **Position Code** - Alpha/alpha-numeric code assigned to position.
9. **Day/Date** - Date of the month. Example: 5/20
10. **Inst. Hrs.** - Instructional hours are those spent in classroom instruction; platform time only.
11. **Inst. Spt. Hrs.** - Instructional Support hours are those spent providing educational services such as those of Test Examiners, LRC operators, and ETMP advisors, etc., also instructor preparation, travel. (Examples of hours: 3.25; .5; 2.75; 3)
12. **Admin. Hrs.** - Administrative hours are those spent in activities other than teaching or providing educational services.
13. **Sick, Vacation, Holiday, Compensatory (Comp. Time-nonexempt employees only) Hours** - Number of hours of paid sick, paid vacation, paid holiday, or compensatory time for this date, identified by "S", "V", "H", or "C" respectively. (Examples: H-8, S-4, C-8)
14. **Total** - Total your hours horizontally for daily totals, vertically for weekly totals by contract function, leave time, and total weekly hours.
15. **Grand Total** - Total hours for the month, by contract function and leave time; plus total hours for the month.