**Time and Effort Reporting**

**Semi-Annual Certification for Basic Skills Full and Part-time Employees**

**Provider Name  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Please Print or Type)**

**For use only with positions funded to work on a single cost objective. Please note, a single cost objective can be a single function, a single grant or a single activity. Positions may be funded by more than one Title II grant.**

**My supervisor and I certify that I have spent 100% of my time for the period of7/1/2024Thru 12/31/2024 performing duties associated with Adult Education and Literacy Activities Title II Section 231, 225 and/or 243.**

**Employee Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please Print or Type)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature Date**

**Reporting is due by the 15th day of the month after activities have been completed.**

**Reporting Dates**

|  |  |  |
| --- | --- | --- |
| **Period (1)** | **July 1- December 31** | **Due: January 15, 2025** |
| **Period (2)** | **January 1-June 30** | **Due: July 15, 2025** |