

**PROJECT EMPLOYEE JOURNAL of HOURS**

		Month	Year	Total Hours
Project Name		Project Fund		Project Number
Employee Name: Last, First			Supervisor Name: Last, First	

**Note:** This Journal is for the employee's use to support accurate completion of the required Certification of Effort Report (CERT). See separate instructions for completing the CERT.

**Instructions:** Use one form for each project/ program. Enter the Time IN and OUT and/or the Number of Hours ( $\geq .25$ ) worked, and tally the total hours each day. If no hours were worked, enter reason, e.g., Weekend, Sick, Leave Without Pay, etc. Total up the number of hours for the month and enter them at the top of the page. Attach Journal(s) to a copy of the CERT form each month to be kept with project files. The original CERT goes to the Office of Grants, Research, and Sponsored Programs (GRaSP) DDH-D108, 654.2253, by the 20th of the month.

Day	# Hours or Time In	#Hours or Time Out	# Hours or Time In	#Hours or Time Out	# Hours or Time In	#Hours or Time Out	# Hours or Time In	#Hours or Time Out	Total Hours
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