

## Arizona GEAR UP 2019-2026

### Time and Effort Form

In accordance with Financial Packet Guidelines and Instructions, this form is required to be completed, signed and submitted with the monthly financial packet for each staff member whose personnel costs are being requested for reimbursement.

#### Staff Member

Employee Name:		ID#:	
Position:			
School / Department:			

#### Statement of Time and Effort Charged

Period Beginning:		Period Ending:	
Account:			
Effort (# hours):			
Brief Description:			

#### Certification

Employee Signature	
Signature ↑	Date ↑
Print Name ↑	
Employee's signature certifies that this is a correct record of time and effort charged or contributed to the GEAR UP program during the noted period.	