

Carleton College

To: Barbara Harden, Payroll Specialist
Business Office 1-BUSOFC

Date: _____

From: _____

Please pay the following on the payroll date of _____.
(example: July payroll is paid Aug. 1)

Time and Effort reporting for charges to federal grants

This form authorizes payment of payroll from a grant source and fulfills the accountability requirements, that the work was authorized in the grant award and that it was actually done or will be done.

Name of payee: _____ Amount: \$ _____

Grant account # to be charged _____

Description of position or work done _____

Time period work was/will be done: _____

Certification:

I certify the work described above was/will be completed for the authorized purposes of the grant by the above-named person.

Date _____ Authorized signature _____

Printed name and position of the authorized signer

Name: _____ Position: _____

(Use this form to request summer stipend payment through payroll for the PI on a grant or attached to a check request for non-payroll stipends. Request student research payments on the student research stipend request form. Technicians are hired through Human Resources.)