

Monthly Labor and Effort (LED) Report (monthly paid individuals)

Grant Labor and Effort Distribution Report-Monthly Employees										Month / Year	Select month from list
Employee Name: _____										June 2014	
Employee ID: _____										Select from drop down list.	
Hours paid from base salary/contract					XTR Pay Assignments					Type in yellow cells.	
Org #	Org #	Org #	Org #	Org #	Overload Org #	Overload Org #	Overload Org #	Leave Hours	Leave Code	Total Hrs per Day	
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Code		
Use drop down, below	Use drop down, below	Use drop down, below						Use drop down, below	blank from List / Attach E-Leave Request		Effort Reporting: Please briefly summarize the tasks performed in support of each grant or non-grant org below. Please use the description provided on the grant budget narrative and provide additional detail wherever necessary. Multiple columns can be used per grant org for different grant tasks. 130 Characters Maximum
Charge Org #								0		0.00	0
1										0.00	Use drop down, below
2										0.00	
3										0.00	

This is where hours associated with base/regular pay are recorded. Could be multiple org codes. See note 1 below.

This is where XTRA duty hours are recorded.

This is where leave time is recorded.

Summary of activity completed for each org (base OR Xtra duty, will be required here,

Bi-weekly Labor and Effort (LED) Report (weekly paid individuals)

Grant Labor and Effort Distribution Report-Hourly Employees										Period ending	Select from drop down list.
Employee Name: _____										07/02/15	
Employee ID: _____										Type in yellow cells.	
Hours paid from base salary/contract					XTR Pay Assignments					Effort Reporting: Briefly summarize the tasks performed on each grant or non-grant org below. Please use the description provided on the grant budget narrative and provide additional detail wherever necessary. Multiple columns can be used per grant org for different grant tasks. 130 Characters Maximum	
Org #	Org #	Org #	Org #	Org #	Org #	Org #	Org #	Total Hrs per Day			
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
Use drop down, below	Use drop down, below	Use drop down, below							Use drop down, below		Base pay Orgs
Charge Org #	0	0	0					0		0	Use drop down, below
Friday, June 19, 2015	Org codes Select Grant							0.00			

This is where hours associated with hourly/regular pay are recorded. Could be multiple org codes. See note 1 below.

This is where XTRA duty hours are recorded.

Summary of activity completed for each org (base OR Xtra duty, will be required here,

Note 1: If grant work will be completed as a PART OF or PERCENTAGE OF regular base pay, grant hours will be recorded on the Base Salary section. If they are, extra duty/hourly hours, they will be recorded on the XTRA Pay section.