

PERSONNEL ACTIVITY REPORT (PAR)

Name: _____ Emp ID: _____ Pay Period: _____
 Position: _____ Work Hours: _____
 Location: _____ Total Hours Per Week: _____

Position 1	Position 2	Position 3	Position 4	Position 5
Title:	Title:	Title:	Title:	Title:
Funding Source:				

Day	Date	Start Time	End Time	Hours / Mins	% of Time	Total Daily Hours	Paid Leave Used								
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Total Number of Hours															

Note: The purpose of this form is to assure that grants are managed properly by correctly reporting the percentage of time worked on a grant in order to be in compliance with the Office of Management and Budget (OMB) Circular A-87.

Employee Signature and Date

Supervisor Signature and Date

Time and Effort Certification

Frequently Asked Questions

Who needs to complete the Personnel Activity Report (PAR)?

Any employee paid by more than one funding source, if one source is a federal grant, must complete the PAR form. An employee with multiple positions (more than one permanent position or one permanent position and one temporary part time position) will receive multiple timesheets. This employee must complete the biweekly Personnel Activity Report (PAR), in addition to the quarterly certification statement, for any pay period that they work both positions. Employees with one grant position are not required to complete the PAR form.

Will I get a separate notification concerning completing the PAR form?

Yes. Quarterly e-mail reminders are distributed to employees that are assigned to a grant position. The e-mail lists all of your positions and if the position is grant funded. Receiving more than one timesheet is an indication that you are required to complete the PAR form. At the end of each quarter, employees assigned to a grant position are sent a certification statement. The information on this statement must be certified.

Note: If an employee is reassigned to a grant position during the quarter he/she will receive a certification statement at the end of the quarter. At the beginning of the next quarter the employee will receive an e-mail as described above.

Who signs the PAR form?

The staff member and their supervisor sign the PAR form. Both signatures are required.

What must the PAR form show?

The PAR form must certify that a staff member has spent the required amount of time on a program supported by a federal grant. For example, if a teacher's salary is funded 50 percent by Title I grant money and 50 percent by local funds, the report must state that the teacher spent at least 50 percent of his/her time on Title I activities and 50 percent of his/her time on the locally funded work.

When should the PAR form be completed?

The PAR form must be completed biweekly at the end of each pay period in which a grant position was worked, reflecting an after-the-fact distribution of activities. The hours reported must correspond with those reported on the timesheet for the same period.

What happens with the Time and Effort certification statements?

The documentation must be maintained at the work site for auditing purposes for seven years. We recommend keeping a separate grant folder for this reason. The folder should contain the certification statement with the corresponding timesheets. It is also permissible to scan and save certification statements and timesheets. If an employee has a single grant funded position we recommend that your timekeeper retain the last timesheet of the quarter and the certification statement. If an employee has two or more positions (at least one which is grant funded) your timekeeper will need to retain all of the employee's timesheets, PAR forms, and certification statements for the quarter.