

Personnel Activity Reports (PAR)



MUST include:

- Employee's Identification (name, number, etc.)
- Reporting Period
- Breakdown of actual hours worked by the employee on each activity
- Employee's signature and date (this could be electronic)

Summary of PAR Requirements



- Be completed after-the-fact
- Reflect **actual** work performed (not budgeted)
- Account for total activity of employee
- Submitted at least monthly
- Signed and dated by employee
- Maintained for ALL staff members/employees whose compensation is charged in part to the award

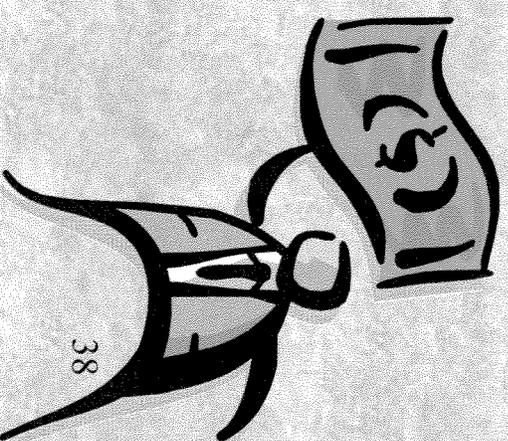
COMMON ERRORS????

- Reporting time based on the budgeted amounts without regard to what employee actually worked
- Lack of maintaining source documentation (PARs) to support salary costs
- Failing to recognize a change in position, duties, or funding may result in a change of reporting
- Entire day's schedule not accounted for (only federal time reported)



Matching requirements

- Salaries and wages of employees used in meeting cost sharing or matching requirements on awards must be supported in the same manner as salaries and wages claimed for reimbursement.



- Remember -

Personnel Activity Reports must show actual time spent working on each award or cost activity.

Budget estimates are just that and do NOT qualify as support for charges to Federal awards.

