Electronics

Employee's signature and date (this could be)

Employee on each activity

Breakdown of actual hours worked by the

Reporting Period

Employee's Identification (name, number, etc.)

MUST include:

Personal Activity Reports (PAR)
Summary of PAR Requirements

• Maintained for ALL staff members/employees
• Signed and dated by employee
• Submitted at least monthly
• Account for total activity of employee
• Reflect actual work performed (not budgeted)
• Be completed after-the-fact

whose compensation is charged in part to the award
• Entire day's schedule not accounted for (only federal time reported)

• May result in a change of reporting

• Failing to recognize a change in position, duties, or funding

• Support salary costs

• Lack of maintaining source documentation (PARS) to

• Regarding to what employee actually worked

• Reporting time based on the budgeted amounts without

COMMON ERRORS???
Claimed for reimbursement
in the same manner as salaries and wages
requirements on awards must be supported
meeting cost sharing or matching
Salaries and wages of employees used in

Matching requirements
support for charges to Federal awards.

Budget estimates are just that and do NOT qualify as

spent working on each award or cost activity.

Personal Activity Reports must show actual time

- Remember -