

April 19, 2001

To: Federal and State Restricted Employees

From: Vicki Todd

Subject: PERSONNEL ACTIVITY REPORT (PAR)

How an employee is funded determines whether the documentation of the employees' time spent on federal programs can be satisfied by a certification or must be provided in the more detailed form.

Time worked when employees work on multiple activities or cost objectives must be documented to support the cost of salaries and wages charged to federal programs. Attached is a monthly time sheet that details the employee's daily activities of the total hours or percentage of hours spent in each categorical program or cost objective for the month.

This documentation can be collected three (3) times a year or monthly as determined by the project manager.

Certification
MCOE Personnel Activity Report (PAR)
Documentation for Federal and Multi-Funded Positions

Period Ending _____ Fiscal Year _____

Name: _____ SSN# _____

Department _____

<u>Resource</u>	<u>Account Code</u>	<u>Percentage of Effort</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated, and I have full knowledge of 100 percent of these activities.

Employee

Date

Responsible Official

Date

