



# Operations Manual

<b>Governed By:</b> Human Resources	<b>Effective Date:</b> 08/29/2013
<b>Procedure: #12</b> Personnel Activity Reports-PAR	<b>Updated Last:</b> 01/02/2013
<b>Purpose:</b> To establish a system that provides after-the-fact documentation of work related activities to support the salary charges to federally funded projects.	
<b>Refer to Policy #:</b> N/A	

## Summary:

Any employee whose salary is charged in whole or in part directly to a federally funded grant is required to comply with the Personnel Activity Report procedure.

## OPERATIONAL PROCEDURE:

- An employee will establish a system to record an after-the-fact determination of actual activities performed. Estimates determined before the function is performed do not qualify.
- The PAR must account for the total activity and hours for which each employee is compensated. A reasonable estimate of time allocated is acceptable.
- A PAR must be signed, prepared biweekly and coincide with time sheets submitted biweekly.
- Employees will be responsible to submit a PAR at the conclusion of each pay period for supervisory review.
- Supervisors will be responsible to review all PAR documentation to ensure compliance. After review, the supervisor will sign the PAR and return it to the employee to maintain in their personal files.
- Upon separation of employment, all PAR documentation will be submitted to the HR department to be filed with the employee's terminated personnel file.

Note: A supervisor may approve a substitute system for PAR documentation that meets the requirements outlined above. They will be required to monitor the system for compliance.

Sample PAR format attached.



# *Operations Manual*

<b>Program or Site:</b> (program name)	<b>Effective Date:</b> (mm/dd/yyyy)
<b>Procedure:</b> (procedure name)	<b>Updated Last:</b> (mm/dd/yyyy)
<b>Purpose:</b> (what is the purpose of this procedure?)	

**Summary:**