

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

FAQs

Personnel Activity Report

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

Any MCPS staff member who is paid by more than one funding source, if one source is a federal grant, must complete the PAR. For example, if an employee is paid with both Title I funds and local funds, they are required to complete the PAR.

Who signs the PAR?

The staff member or their supervisor signs the PAR. Both signatures are not required.

How often does a PAR need to be completed?

The PAR is required to be completed biweekly. Each form must correspond with the appropriate pay period.

What must the PAR say?

The PAR 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.

When should the PAR be completed?

The PAR must be completed 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 match those reported on the time sheet for the same period.