

Semi-Annual Time Certification versus Personal Activity Report

When grant funds pay for a portion or for all of a staff's salary and benefits, time and effort documentation is necessary to verify the employees' duties line up with the grant strategy or cost objective. The Finance Coordinator will provide either a Personal Activity Report (PAR) or a semiannual Time Certification as determined by the employee's job duties and grant strategy cost objective.

Personal Activity Report (PAR) – Are used for employees working on multiple cost objectives or if their day would not be 100% reimbursable under the grant guidelines. PARS are due monthly.

Time Certifications – Are used for employee's working 100% of their time on one cost objective or where 100% of their time worked is covered OR could be covered by the grant. Time Certifications are due semiannually.