



Parma School District #137

Striving for Excellence

POLICY NO: 877F2

Time and Effort: Personnel Activity Report Form

Parma School District #137
805 E. McConnell Ave. - Parma, ID 83660

(208) 779-4069 - phone
(208) 779-4080 - fax

Personnel Activity Report (PAR)

PURPOSE OF THIS FORM: This form is used to document the Time Reporting requirements of OMB Circular A-87. Employees who work on multiple activities funded from different sources have personnel activity records that support the distribution of their salaries / wages.

DIRECTIONS FOR COMPLETION:

The PAR must be completed at monthly, using the following guidelines:

- Give full name of employee
- Work Activity—list any program from which the employee's salary is funded (General Purpose, CTE, IDEA Part B, Title I, etc.) Then give the percentage of time the employee works in each program.
- Add each percentage of time across the column to determine total percentage of time worked—this must agree with employee personnel and budget records.
- Employee must sign each month.
- Date PAR was completed and signed by employee.
- Give position/title of employee (SE Supervisor, Teacher, Educational Assistant, Nurse, etc.).
- Signature of Supervisor and date.
- Provide the location of where the employee is assigned to work (name of school, central office, etc.).



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Personnel Activity Report

___ Personnel Activity Report (PAR) (multiple cost objectives)

Type of Schedule:
Monthly

Employee and Position:
Reporting Period

Cost Objective (program activity)	Fund Code – Program Function Code	Program	Distribution of Time (percentage or hours)
Total			100%

I hereby certify this report is an accurate representation of the total activity during the period indicated.

Employee's Signature

Date

Position Title

Job Location / School Name

Signature of Supervisor

Date