

How to Complete the Personnel Activity Report (PARS)

The Personnel Activity Report (PARS) documents the actual time worked by employees whose salaries are funded by two or more funding sources. The PARS is a federal compliance document used to verify that an employee's time and effort accurately reflect the funding sources that supported their work during the reporting period. Employees complete a PARS each month to ensure compliance with federal grant requirements.

Gather the following information before starting the form:

- Employee Name
- Job Title
- Work Location
- Funding Sources (Project Numbers)
- Hours worked each day for each funding source
- Vacation leave hours
- Sick leave hours
- Jury Duty/Holiday hours/Other leave hours
- Description of duties performed under each funding source

The employee's attendance report can be accessed through Frontline. Use the attendance report to accurately record vacation leave, sick leave, jury duty/holiday, and other leave hours on the PARS. The attendance report should also be used to reconcile the total hours reported for the month.

Step-by-Step Instructions

Step 1: Open the Informed K12 Form

1. Access the PARS Form through the State & Federal Programs page on the MCSD website.
2. Select the appropriate Personnel Activity Report (PARS) form.
3. Follow the prompts to begin the form.
4. Confirm you are completing the correct reporting month.

Step 2: Complete the Employee Information

1. Enter the following information:
 - Employee Name
 - Work Location

Step 3: Record Hours Worked

1. Using the employee's work schedule and time records, record the actual hours worked each day under the appropriate funding source.
 - a. For each funding source:
 - Enter the Project Number.

- Enter the Funding Source.
- Record the actual hours worked each day.

Step 4: Record Leave Hours

1. Using the employee's Frontline Attendance Report, record any leave taken during the reporting month.
 - a. Leave categories include:
 - Vacation Leave
 - Sick Leave
 - Jury Duty/Holiday
 - Other Leave

Step 5: Describe the Duties Performed

1. For each funding source listed on the PARS, provide a brief description of the duties performed.

The description should clearly reflect the activities supported by each funding source.

Step 6: Complete the Informed K12 Routing Process

After the initiator submits the form, it is automatically routed through Informed K12.

The routing process is as follows:

1. **Employee Review** – The employee reviews the completed Personnel Activity Report to verify that the hours worked, leave recorded, funding sources, and duties accurately reflect the work performed during the reporting month. By signing the form, the employee certifies that the information is true and accurate.
2. **Learning Director Review** – The Learning Director reviews the PARS for accuracy and completeness.
3. **State & Federal Programs Review** – The State & Federal Programs Department completes the final review.

Do not consider the form complete until all required reviews and signatures have been submitted through Informed K12. The initiator of the form will be notified once the form has been marked as complete

Important Reminders

- A PARS must be completed monthly for employees whose salaries are funded by two or more funding sources.
- Report actual hours worked, not budgeted or estimated time.
- Record all applicable leave using the employee's Frontline Attendance Report.
- Provide a description of duties for each funding source listed on the report.
- Employees whose salaries are funded 100% from a single federal funding source complete a Bi-Annual Certification instead of a PARS.