



# Y10 Personnel Activity Reports (PARs)

Office of Religious & Independent School Support (ORISS)

## Nonpublic School Safety Equipment (NPSE)

*Time and effort reporting is the system used by an agency to document the work of its employees and allocate their work to various funding sources. This system is most often implemented using employee timesheets and should be documented in the institution's policies and procedures.*

### What are Personnel Activity Reports (PARs)?

PARs are written documentation that supports personnel costs charged to a specific grant. A PAR allows an institution to accurately report the amount of time each staff member spent performing various activities under a specific grant.

### PAR vs. Budgeted Expense/Cost Allocation

PARs describe the actual activities performed whereas budgeted expenses/cost allocations are determined in advance of the work. While PARs may be used to implement cost allocation plans, they are a separate function and serve to record the work that transpired.

### Why are we using the ORISS PAR?

An effective PAR must meet these four requirements:

1. After-the-fact determination of activities performed.
2. Accounts for the total activity for which employees are compensated.
3. Signed by the employee or the supervisor with firsthand knowledge of the work performed.
4. Prepared at least monthly and coincide with a pay period.

Understanding that many institutions do not frequently use PARs or have a template that meets the standards listed above, ORISS has supplied one. Using one universal template also aids in expediting claim processing.

### Where do we start?

The PAR must always record the actual time and activities of each staff member. Time budgets, time estimates, or other projections of staff time and activities should not be recorded on the PAR. Prior to recording activity on a PAR, an agency must implement effective processes, procedures, and policies to ensure that data recorded on the PAR is accurate. Documentation should be completed for the fiscal year and the grant funding period.



# Y10 Personnel Activity Report (PAR)

Office of Religious & Independent School Support (ORISS)

## Nonpublic School Safety Equipment (NPSE)

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Account #							Totals
	<b>Security Hours</b>						
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

I certify that this report represents a true recording of effort expended for the period indicated and that I have full knowledge of those activities.

\_\_\_\_\_  
Signature of Employee/Date

\_\_\_\_\_  
Responsible Official/Date

Salary Charging:

Totals from above	0	0	0	0	0	0
Percent of Total*						
Bi-Weekly Salary						
<b>Amount Charged</b>						

\*Total Hours for Activity divided by Total Paid Hours for Security. (Ex.- 4 hours worked divided by 80 hours = 5% charged)