

Peru Central School District Personnel Activity Report

General Instructions: The Personnel Activity Report (PAR) represents an after-the-fact certification of an individual's actual effort. PAR is designed to gather effort related data as required by OMB Circular A-87. Employees that are paid from federal funds are required to have a PAR maintained for their effort. Employees who work under a single grant program or who work under a single cost objective are not required to maintain time and effort records. However, each employee or supervisor having knowledge of the employee's activities must certify, using this form, at least semi-annually, that he/she worked solely on that program or cost objective for the period covered by the certification. Employees who work under multiple grant programs or who work under multiple cost objectives (i.e., whose salaries are prorated between or among different funding sources) must prepare time and effort reports, at least monthly, to coincide with pay periods.

Name of Individual Receiving _____
 Federal Funds: _____ Fiscal Year: _____

Beginning Date of Period _____

End Date of Period: _____ School Bldg: _____

<u>Federal Program</u>	<u>Account Code</u>	<u>Capacity (i.e. teacher)</u>	<u>Percent of Effort</u>

Total Effort 0%
 Should = 100%

I hereby certify that this report is an after-the- fact determination of actual effort expended for the period indicated and I have full knowledge of 100% of these activities.

Employee's Signature (if required) _____ Date _____

Supervisor's Signature (always required) _____ Date _____