



# PERSONNEL ACTION REPORT

EMPLOYEE'S NAME \_\_\_\_\_

MONTH/YR ENDING \_\_\_\_\_

## Activity

## Distribution of Time

- 1. Job Duties..... \_\_\_\_\_%
- 2. Grant (Name \_\_\_\_\_)..... \_\_\_\_\_%
- 3. Grant (Name \_\_\_\_\_)..... \_\_\_\_\_%

## Other

- 4. Project Name \_\_\_\_\_..... \_\_\_\_\_%
- 5. Project Name \_\_\_\_\_..... \_\_\_\_\_%
- Administrative..... \_\_\_\_\_%

## Leave

- Sick..... \_\_\_\_\_%
- Vacation/Annual..... \_\_\_\_\_%
- Other..... \_\_\_\_\_%
- TOTAL:..... **100%**

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

In preparing personnel activity reports, please note the following:

- The reports must be based on an after-the-fact determination of the employee's actual activities (i.e., these cannot be estimated in advance). For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
- All of the employee's compensated time must be accounted for in these records. This would include time spent on grant activities, as well as leave, administrative duties, etc. Note: For nonprofessional employees, grantees must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).
- The reports must be signed by the employee and a responsible supervisory official.
- Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (preferably monthly) basis.

