



PERSONNEL ACTIVITY REPORT (MONTHLY)
 (For Employees Working on Multiple Cost Objectives/Grants)

Employee's Name: _____

Time Period⁽¹⁾: _____

Section 200.430 of the Code of Federal Regulations provides the following standards for the documentation of personnel expenses:

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the non-Federal entity;
- Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- Encompass both federally assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
- Comply with the established accounting policies and practices of the non-Federal entity; and
- Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Cost Objective/Grant:				
Distribution of Time (%):				

Documentation of all activities should be submitted with this form ⁽²⁾

I certify, to the best of my knowledge, that this is an after-the-fact determination of my actual activities for this time period.

Employee Signature

Date

Supervisor Signature ⁽³⁾

Date

- (1) Reports must be prepared at least **monthly** for employees working on **multiple cost objectives** and must consist of one or more pay periods.
- (2) Documentation (i.e. schedules, logs, calendars, etc.) should be created and maintained to support time spent on federally funded activities.
- (3) Supervisory official having firsthand knowledge of the activity performed by the employee.