

**TIME AND EFFORT REPORTING REQUIREMENTS PROCEDURE 3: PERSONNEL ACTIVITY
REPORT FORM 2 (PAR) & TIME & EFFORT LOG FORM 3**

PURPOSE OF THIS FORM: This form is used to document the Time Reporting requirements of the Education Department General Administrative Guidance (EDGAR), set forth in 2 CFR Part 200 *et seq.* Employees who work on multiple activities funded from different sources have personnel activity records that support the distribution of their salaries / wages. A log must be attached to each monthly PAR documenting the time reported. The same time log should be used to document all of the employee's work activities.

DIRECTIONS FOR COMPLETION:

Personnel Activity Report (PAR) (Must be completed at least monthly and coincide with pay period, e.g., if the pay period is every two weeks, the form must be completed and submitted every two weeks)

- Give full name of employee
 - Social Security or Identifying Number - *optional*
 - Month/Year - must be completed each month after-the-fact
 - Work Activity - list any program from which the employee's salary is funded (General Purpose, CTE, IDEA Part B, Title I, etc.) Then give the percentage of time the employee works in each program.
 - Add each percentage of time across the column to determine total percentage of time worked - this must agree with employee personnel and budget records.
 - Employee must sign each month.
 - Date PAR was completed and signed by employee.
 - Give position/title of employee (SE Supervisor, Teacher, Educational Assistant, Nurse, etc.)
 - Signature of Supervisor and Date.
 - Provide the location of where the employee is assigned to work (name of school, central office, etc.).
 - Attach supporting time log to PAR form.



MOUNTAIN HOME SCHOOL DISTRICT 193
 470 North 3rd East P.O. Box 1390 Mountain Home, Idaho 83647-1390

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TIME AND EFFORT REPORTING REQUIREMENTS PROCEDURE 3: PERSONNEL ACTIVITY REPORT FORM 2 (PAR)

Employee Name: _____

Employee SSN or Employee Number: *(Optional)* _____

| | | Percentage of Time Worked by Activity | | | | | |
|-------|------|---------------------------------------|------------------|------------------|------------------|------------------|------------------------|
| Month | Year | Work Activity #1 | Work Activity #2 | Work Activity #3 | Work Activity #4 | Work Activity #5 | TOTAL % of Time Worked |
| | | | | | | | |

The signature(s) below certifies this employee performed activities reflected in the attached log as distributed in the above percentages during the month specified.

 Signature of Employee

 Date

 Position Title

 Job Location / School Name

 Signature of Supervisor

 Date

This certification is in support of the Time Reporting requirements of EDGAR, 2 CFR Part 200.

Adapted from the State of Tennessee, State Department of Education, ED-5440



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TIME AND EFFORT REPORTING REQUIREMENTS PROCEDURE 3: TIME & EFFORT LOG
FORM 3

*Detailed Time Report for Mountain Home School District Staff
 Multi-fund Employee (Federal Grant & Other Funds)*

Location: _____ Month: _____

Staff Name: _____ Signature: _____

| Day | Grant: | | Other Fund: | | Total Hours |
|-----|--------|------|-------------|------|-------------|
| | Hrs. | Task | Hrs. | Task | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
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*List below of numbered tasks can be changed to meet your needs. Use number instead of whole task information on form.

- 1 School/Site visit
- 2 Meeting
- 3 Community/Parent contact
- 4 Professional Development
- 5 Extended Day
- 6 Material/Meeting Preparation
- 7 Sick
- 8 Other

Total Grant Hours: _____

Total Other Fund Hours: _____

Supervisor's Signature

ADOPTED: April 18, 2017