

Personnel Activity Report (PAR)

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.)

- 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.)
 - Provide the location of where the employee is assigned to work (name of school, central office, etc.)
 - Attach supporting time log to PAR form.

Aberdeen School District #58 Federal Funds Stipend Certification Form

This is to certify that the following individuals provided Title II-A Services by providing professional development activities and were paid a stipend for the months of **July 1, 2020** to **May 31, 2021**.

Federally Funded Area Title II-A

Cost Objective (Program Activity)	Printed Name	Percentage of Hours
Title II-A: Professional Development: Coordinator		< 5%
Title II-A: Professional Development: Provider		< 5%
Title II-A: Professional Development: Provider		< 5%
Title II-A: Professional Development: Provider		< 5%
Title II-A: Professional Development: Provider		< 5%
Title II-A: Professional Development: Provider		< 5%

I certify that I have knowledge of this employee's attendance and total hours compensated, as represented in this report for the months indicated, and that the work performed is appropriate for the funding source requirements.

Superintendent's Printed Name
Signed

Superintendent's Signature

Date

Prof Development Chairperson Printed Name
Signed

Prof Development Chairperson Signature

Date

Aberdeen School District #58 Federal Funds Substitute System Certification Form

This is to certify that the following individuals provided Title I Services and have worked 100% of their time on the Targeted Assistance Plan/Title I-A programmatic activity for the months of **July 1, 2020 to May 31, 2021**.

Federally Funded Area: Title I-A

Position	Printed Name	Percent of Hours
Title I-A: Targeted Assistance Plan-Instruction		
Title I-A: Targeted Assistance Plan-Instruction		
Title I-A: Targeted Assistance Plan-Instruction		

I certify that I have knowledge of this employee's attendance and total hours compensated, as represented in this report for the months indicated, and that the work performed is appropriate for the funding source requirements.

Supervisor's Printed Name

Supervisor's Signature

Date Signed

(Form may be signed by each employee OR the supervisory official with first-hand knowledge of the work performed by each employee.)

Time Distribution Records must be maintained for all employees whose salaries are paid in whole or in part with Federal funds, 200.430(i)(1). The type of documentation depends on how many "cost objectives" the employees worked on. These cost objectives must be connected to the employee's salary source.

Current Alternative Certification Requirements

- (1) To be eligible to document time and effort under the substitute system, employees must:
 - a) Currently, working on a schedule that includes multiple activities or cost objectives that must be supported by monthly personnel activity reports;
 - b) Work on specific activities or cost objectives based on a predetermined schedule; and
 - c) Not work on multiple activities or cost objectives at the exact same time on their schedule.
- (2) Under the substitute system, **in lieu of personnel activity reports**, eligible employees may support the distribution of their salaries and wages through documentation of an established work schedule that meets the standards under section (3). An acceptable work schedule may be in a style and format already used by an LEA.
- (3) Employee schedules must:
 - a) Indicate the specific activity or cost objective that the employee worked on for each segment of the employee's schedule;
 - b) Account for the total hours for which each employee is compensated during the period reflected on the employee's schedule; and
 - c) Be certified at least semiannually and signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.
- (4) Any revisions to an employee's established schedule that continue for a prolonged period must be documented and certified in accordance with the requirements in section (3). The effective dates of any changes must be clearly indicated in the documentation provided.
- (5) Any significant deviations from an employee's established schedule, that require the employee to work on multiple activities or cost objectives at the exact same time, including but not limited to lengthy, unanticipated schedule changes, must be documented by the employee using a personnel activity report that covers the period during which the deviations occurred.