

Individual Personnel Activity Report

Uniform Guidance provision 2 CFR 200.430(i)(1)(vii) states that employees working on multiple activities or cost objectives must document their work according to the distribution of their salaries or wages among specific activities or objectives. This will be supported through the use of a **monthly** Personnel Activity Report. The Log must reflect 100% of the total activity and be based upon actual time and effort charged to all funding sources (not budgeted or estimated time).

Organization Name:			
Employee Name:			
Position/Title:			
Department:			
Performance Period Start Date:		Performance Period End Date:	
Total Hours Worked During Performance Period:			

Federal Funding Effort Detail <i>(Identify the federally funded project(s) and include a brief detail of work performed.)</i>	CSLFRF Project ID #	Hours Worked	Percent (%) of Total Hours

Total Federally Funded Distribution (%):

Non-Federal Funding Effort Summary <i>(Provide a summary of all work not associated with a federally funded project. To ensure this report covers all paid hours during the performance period, also include vacation hours when applicable.)</i>	Hours Worked	Percent (%) of Total Hours

Total Non-Federally Funded Distribution (%):

Total Effort:

(This must equal 100% and be representative of all hours worked during performance period tracked in this report)

*Employee's Signature: _____ Date Signed: _____

* I certify that certify that the distributions of effort reflected in this report represents the actual work performed during the period covered by this report.

**Supervisor's Signature: _____ Date Signed: _____

** I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents the actual work performed during the period covered by this report to the best of my knowledge.