Personnel Activity Reporting Policy

Scope

All University of Nebraska at Kearney faculty and staff that work with Federal and Federal pass-through projects. This includes payroll charged directly to the grant, payroll that is used as Cost Share on a Federal or Federal pass-through project, and payroll that is paid from program income associated with a Federal or Federal pass-through project.

Policy Statement

University of Nebraska at Kearney (UNK) uses the Personnel Activity Report (PAR) as its method of documenting employee effort performed on Federal and Federal pass-through projects. The PAR provides the basis for certifying that salaries are charged to programs/projects in accordance with the relative activity applied to various programs and projects. The PAR constitutes the primary basis for reimbursement to UNK by the Federal government for salaries paid from sponsored research, sponsored instruction, and other sponsored activities as well as providing the basis for certain costs that are reimbursed as facility and administrative costs. The PAR also provides the means of identifying cost sharing activity on sponsored programs and payroll from Federal program income. The PAR is signed by the principal investigator, or responsible official, using suitable means of verification that the work was performed.
Reason for Policy

Federal OMB Circular 2 CFR 200.430 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requires that the University document the compensation for personal services of employees rendered during the period of performance under sponsored agreements (grants). This compensation includes salaries, wages, and fringe benefits. These same requirements apply to time spent as Cost Share or Program Income on a Federal or Federal pass-through awards. Acceptance of Federal awards obligates the UNK to assure U.S. Federal and other sponsors that the assignment of time and associated salary costs charged to their sponsored agreements is equitable and distinguishable from those charged to other activities. UNK’s Personnel Activity Reporting system is an internal control to verify payroll to fulfill Uniform Guidance §200.430 Compensation of personal services.

Procedures

The PAR forms show the percentage of payroll paid from the indicated grant or program income WBS Elements or Cost Share Cost Center(s) for the indicated period. Asterisk percentages for grant WBS Elements followed by a Cost Center indicate cost share percentages or followed by a WBS indicate program income percentages. PAR forms should be reviewed, completed, and signed by individuals having direct knowledge of the employee’s effort.

- PAR forms reflect the distribution of activity expended by employees.
- These reports will reflect an after-the-fact reporting of the percentage distribution of activity of employees.
- The reports will reflect a reasonable estimate of the activities for which employees are compensated by the institution. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the reporting period, the reports will be signed by the principal investigator or responsible official having firsthand knowledge of the activity of the employee that is being reported on the Personnel Activity Report.
- The forms will reflect activity applicable to each sponsored agreement, cost share, and program income category. The information reported by departments for the period being reported reflects the actual effort of each employee, as well as it can be estimated or measured. Reports are prepared for employees who are paid at least partially from federally sponsored projects, program income, or having cost sharing activity.

Grants Accounting is responsible for the administration of the PAR process. PAR forms are generated by Grants Accounting each quarter and distributed to departments for review and certification. It is the responsibility of the Principal Investigator (PI) and his/her department to accurately complete the PAR form. The Grant Accountant reviews
the signed copy that is returned and enters it as returned into the PAR system. The PAR is then filed in the grant file. If a retroactive payroll transfer is made after certification of a PAR, then recertification will be required.

Periodically the Grant Accountant will run a report in SAP that lists PARs that have not been returned by the PI. The Grant Accountant will contact the PI and request that the approved PAR be returned.

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**Definitions**

**Personnel Activity Report (PAR):** Method of documenting employee effort performed on Federal and Federal pass-through projects.

**Principal Investigator (PI):** The individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project.

**WBS Element:** WBS Elements are used to plan, gather, and track costs for a grant or contract, agency or plant project. WBS elements are 13-digit numbers and begin with 54, 55, 56, 57 or 59.

**Cost Share:** That part of the federally sponsored project or program that is not paid for by the federal government.

**Program Income** – Gross income earned that is generated directly by a federally supported activity (e.g., conference fees) or earned as a result of the federal award during the life of the award (e.g., fees for services performed).

**Internal Control:** An internal control plan is a system of checks and balances and includes established ways to prevent and detect intentional and unintentional errors.

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**Additional Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants Accounting</td>
<td>Debbie Tvrdy</td>
<td>308 865 8808</td>
<td><a href="mailto:tvrdyds@unk.edu">tvrdyds@unk.edu</a></td>
</tr>
</tbody>
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**Related Information**

[2 CFR 200 – Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards]
History

Replaces current policy dated 12/10/2015.