

Procedure: Completing a Personnel Activity Report (PAR)	Policy: Certification of Employee Time and Effort	Number: GP1200.3
	<input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New	Supersedes:

Overview of Procedures

The federal government requires time and effort certification be completed when individuals are compensated by or have agreed to contribute time (in kind/match) to a federally-funded program or project. To meet the time and effort certification requirements of the federal UGG, 2 CFR Part 200.430, the District uses the Personnel Activity Report (PAR) for employees who work on multiple cost objectives where a cost objective is “a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.” PARs must be completed at the end of every pay period (usually bi-weekly). The PAR must be prepared, signed and dated by the PAR-qualifying employee.

See [GP1200.1 Determining Employee Cost Objective Status](#) to verify the type of effort certification form (PAR or CERT) that should be used.

In most cases, personnel will use the SDP Employee PAR Timetracker database (described below) to record their time and generate PARs. In instances where employees cannot use the PAR Timetracker database, a manual PAR shall be generated using the principles and concepts contained in this procedure.

Procedure Details

PARs account for the distribution of time between cost objectives or activities. Reports must account for the total base salary activity for which the employee is compensated. Activity outside normal base compensation, such as professional development occurring other than during normal working hours **is not included in the distribution**, but is documented through the supplemental pay records and processes. See [GP1200.4 Supplemental Pay](#).

The PAR and Supplemental Time form documentation is in addition to the forms used for reporting for payroll purposes, and is not intended to replace the time and attendance sign-in sheets.

PARs must:

- Be completed after-the-fact.
- Reflect actual work performed (not budgeted). Employees only need to record their time at the end of a bi-weekly pay period based on their honest recollection of time spent on specific grants and / or other categories. Employees are not required to keep daily tracking logs of time and effort.
- Account for total activity for the bi-weekly Pay Period Ending reporting period, including absences.
- Be signed and dated by the employee and the Supervisor with first-hand knowledge of employee effort. Employees shall record their time worked and have a signed PAR to their supervisor within 5 business days after a “Pay Period Ending” date. Those records will be maintained in hard copy format by each respective office and be subject to internal and external audit.
- The work of some employees completing PAR forms, such as employees who are itinerant among schools, make a supervisor signature impractical. The federal Uniform Grant Guidance (2 CFR 200.430) does not require a supervisor signature. In such instances, a supervisor signature will not be required. Bilingual Counseling Assistants are an example where a supervisor signature is not required.

Allocating Time by Category

Grant fund numbers and names are the primary categories for assigning employee time. In addition, other categories are provided for allocating time to activities that impact multiple cost objectives and grants simultaneously. Finally, there are other categories (e.g., absences) to which hours can be allocated, and there are two categories unique to the Office of Research and Evaluation.

The general rules for allocating time, in addition to those already stated, are as follows:

Specific Fund Allocations

- For time spent on management or administrative meetings or where technical support is provided for a specific fund, record that time to the specific fund.

Cross-Cutting Categories

- ***Federal grant compliance management, administration and technical support*** – Defined as management, administration, and technical support benefitting more than one federal cost objective and for which any of the cost objectives could be charged. Activity in this category would not be occurring if it were not for federal grant compliance and management activities. For example, the development of cross-cutting policies and procedures for grant administration and compliance. Other examples are management meetings to discuss the effectiveness of grant compliance controls, the training of compliance staff regarding grant control activities and procedures, meetings to discuss and train staff regarding the reimbursement of earned interest payable back to federal funds, etc. It's management's prerogative to determine which federal cost objective to charge.
- ***Non-federal grant compliance, management, administration and technical support*** – Defined as general grant management support activities that might benefit multiple grants, but where no *federal* grant compliance, management, or administration issues are the direct focus of the activity. For example, meetings where state grant compliance or funding issues are discussed, including the preparation for multiple state grant (non-federal) monitoring visits. Costs in this category may be chargeable to state and local grant funds. Given the work flow and nature of District operations, this category will likely incur little use.

Other Categories

- ***Development of new grants*** – Defined as time spent working on a new grant to the District and for which there is not yet an award and thus no charge to a grant can be made. The Office of Grant Development staff would use this category more than most offices. However, it's possible that personnel from other offices, notably Grant Fiscal Services (GFS), may also allocate time to this category if time were spent supporting Office of Grant Development staff on a new grant application. A distinction also needs to be made for time spent on "expanding" an award that in fact constitutes a "new" award. For example, time spent working on an application to expand the existing Small Learning Communities (SLC) program to a new grant that serves a different set of schools and for which there is not yet an award would be categorized as a "development of new grants" and would not be allocable to the existing SLC program.

For time spent working on a ***renewal*** of an existing ***formula*** grant, the time spent would be allocated to the existing grant in the SDP Employee PAR Timetracker system. Time spent on the ***renewal*** of a ***competitive*** grant is not chargeable to the grant, unless prior approval has been requested and received by the grantor allowing such costs.

The allocation of employee time to a formula grant renewal should indicate the purpose of the allocation in the “Comments” section of the SDP Employee PAR Timetracker system.

- ***ORE – Research Review Process*** – For use by the Office of Research and Evaluation (ORE) only. Used to allocate time to research performed by outside entities, which may be charged for the services provided. ORE personnel should include in the “Comments” section of the SDP Employee PAR Timetracker database the proposal number, the name of the entity for which the work was performed, and a brief description of the work.
- ***ORE – Internal Research Activities and Support*** – For use by the Office of Research and Evaluation (ORE) only. Used to allocate time to internal research and support that is not chargeable to a specific grant.

Responsibilities

Grant Program Managers (GPMs) must ensure that each employee being paid by their grant who meets above defined PAR requirements complete and sign a PAR form each pay period. Completed forms should be signed and dated by supervisors with first-hand knowledge of the employee’s work. A copy of the PAR must be retained at the central program office. GPMs may be subject to periodic audits verifying that grant regulations and requirements are being followed. Program Managers will be held responsible for incomplete or missing time and effort documentation

Employees will correctly complete the time distribution sections of the form and they sign them. Employee must have a supervisor with first-hand knowledge of their work also signs the form. Employees will file PARs bi-weekly in the program office.

Supervisors and Principals with first-hand knowledge of employee work will verify and sign the PAR form. If applicable, building Principals will keep a copy of the PARs in his/her school’s grant (BLACK) binder.

Procedure Steps

PAR Timekeeping Database

A Microsoft Access database named the “SDP Employee PAR Timetracker” is the system by which employee time will be recorded. The link to the database will be placed on your desktop.

SDP Employee PAR Timetracker Procedures

Users of the previously used Microsoft Access PARs will be redirected to a new web based application that will replace the functionality of the Access system. Users will be able to enter new PARs, see all historical PARs, and print PARs report for physical signature. Once the web based system is live and you have received training, no longer attempt to use the Access based system as it will be taken offline.

<p>ABC Code Correction</p>  <p>Launch About Help</p>	<p>Advantage Reports</p>  <p>Launch About Help</p>	<p>AntiVirus Download</p>  <p>Launch About Help</p>
<p>Budget Formulation and Management System</p>  <p>Launch About Help</p>	<p>Contact Info Update</p>  <p>Launch</p>	<p>Employee Payroll Information</p>  <p>Launch About Help</p>
<p>Grants Tracking</p>  <p>Launch About Help</p>	<p>Information Technology Help Desk</p>  <p>Launch About Help</p>	<p>Instructional Management System</p>  <p>Launch About Help</p>
<p>Internet Filtering Exception Request</p>  <p>Launch About Help</p>	<p>Job Requisition</p>  <p>Launch About Help</p>	<p>Location Request</p>  <p>Launch About Help</p>
<p>ODPSA</p>  <p>Launch About Help</p>	<p>PARs Timekeeper System</p>  <p>Launch About Help</p>	<p>SRC Resolution System</p>  <p>Launch About</p>

PAR System Table of Contents

1. Log on
2. General Navigation
3. Creating a new PAR Report
4. Editing an existing PAR Report
5. Submission / Rejection / Printing

The PARs System is a web portal designed to offer a controlled access point to a repository of timesheets managed by an end user and reviewed by a system administrator. Users submit their PAR data for review and could have a submission rejected back if incorrect data is provided. Rejected PARs can be resubmitted after the corrections are made to begin the review cycle again. For general users accessing this system, their interactions are restricted to the search for their specific PARs. Other user's PARs are not visible by other end users. Once located, the user can view, print, and download a PAR report for signature from the website.

The new system will be accessible only on the SDP network from the SDP Master Login application offering a point of single sign on. No longer will you have to maintain and remember a separate userid – password to sign on to PARs. Clicking on the icon for PARs which is an alarm clock will redirect to the PARs application and automatically authenticate. Users must have a valid master login and specific access privileges to “PARs” as shown below.

<p>ABC Code Correction</p>  <p>Launch About Help</p>	<p>Advantage Reports</p>  <p>Launch About Help</p>	<p>AntiVirus Download</p>  <p>Launch About Help</p>
<p>Budget Formulation and Management System</p>  <p>Launch About Help</p>	<p>Contact Info Update</p>  <p>Launch</p>	<p>Employee Payroll Information</p>  <p>Launch About Help</p>
<p>Grants Tracking</p>  <p>Launch About Help</p>	<p>Information Technology Help Desk</p>  <p>Launch About Help</p>	<p>Instructional Management System</p>  <p>Launch About Help</p>
<p>Internet Filtering Exception Request</p>  <p>Launch About Help</p>	<p>Job Requisition</p>  <p>Launch About Help</p>	<p>Location Request</p>  <p>Launch About Help</p>
<p>ODPSA</p>  <p>Launch About Help</p>	<p>PARs Timekeeper System</p>  <p>Launch About Help</p>	<p>SRC Resolution System</p>  <p>Launch About</p>

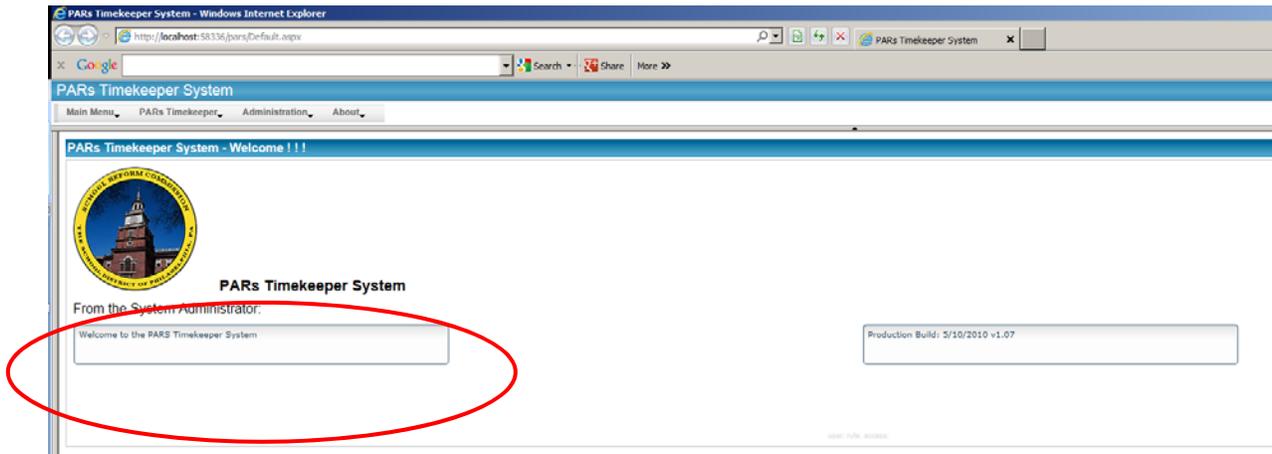
Contact Barry London (ext. 5425) if you have access to the existing PARs Access system but do not see the new PARs alarm clock icon on the Master Login page after you sign in.



Log On:

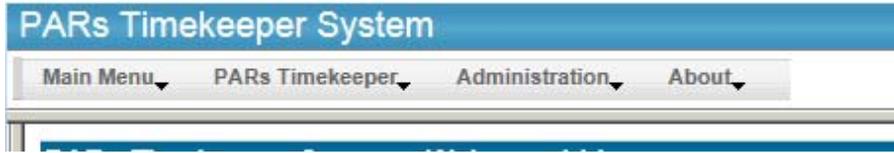
The end user can click “Launch” from below the “PARs” icon to enter the application. The master login enables a single sign on into the PARs site and the user is automatically logged in. If the below screen is not received this is a problem with the security configuration. Contact Barry London if this occurs.

The home page has a window for custom messages from the system administrator that may change from time to time. It can be used to communicate updates to the general user community.

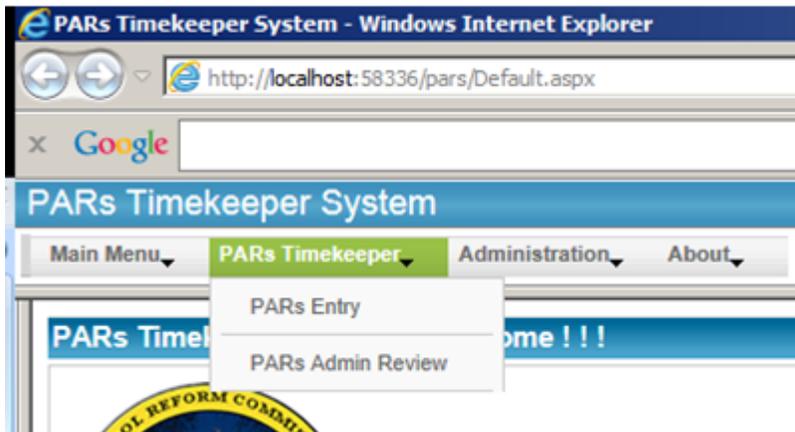


General Navigation:

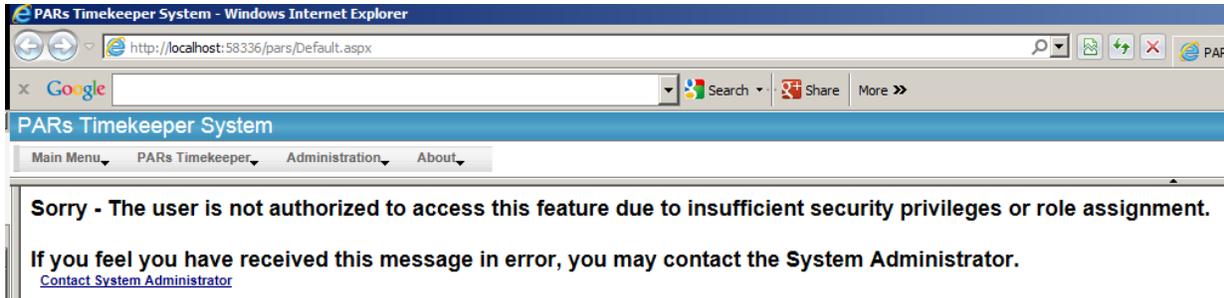
The menu structure at the top of the page offers links to all of the functional available to the end user.



Hovering your mouse over the menu will result in the drop down of sub menu choices.

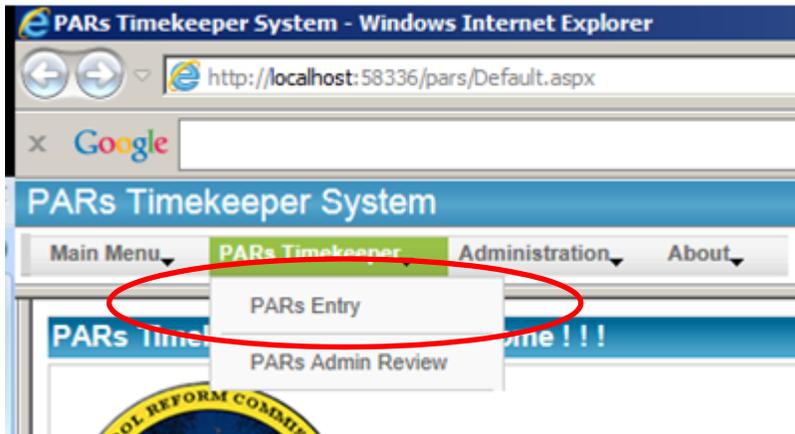


Clicking on the lowest level member will result in navigation to that feature. Based on security settings not all links will be available to all users. Links under "Administration" are for those with the admin role. If a user without admin attempts to access a restricted feature, the following screen will result.

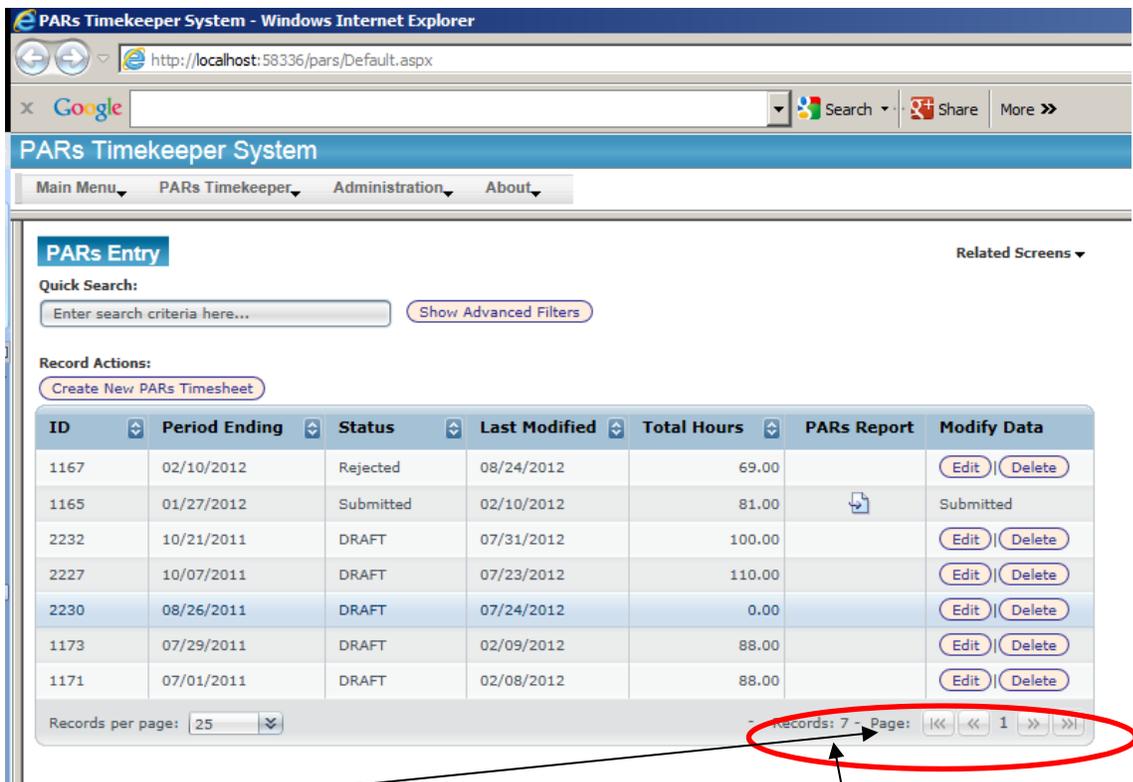


Creating a New PAR Report:

Hover on PARs Timekeeper and click on PARs Entry.



Any PARs report previously completed in the Access System will be presented. This includes any partially complete PARs as well. Each PAR report is represent by a row in the table. They will be sorted from newest to oldest based on Period Ending Date. As additional PARs build in the system a scroll bar will appear on the right side. If more than 25 rows are present you will have to ‘page’ to get to the oldest ones.

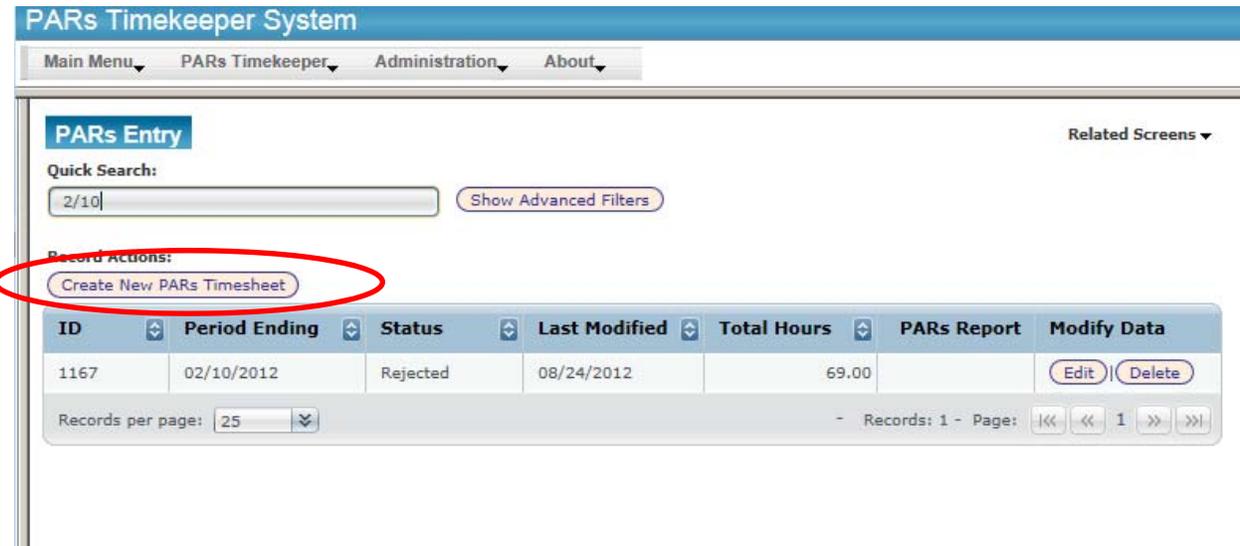


Paging buttons

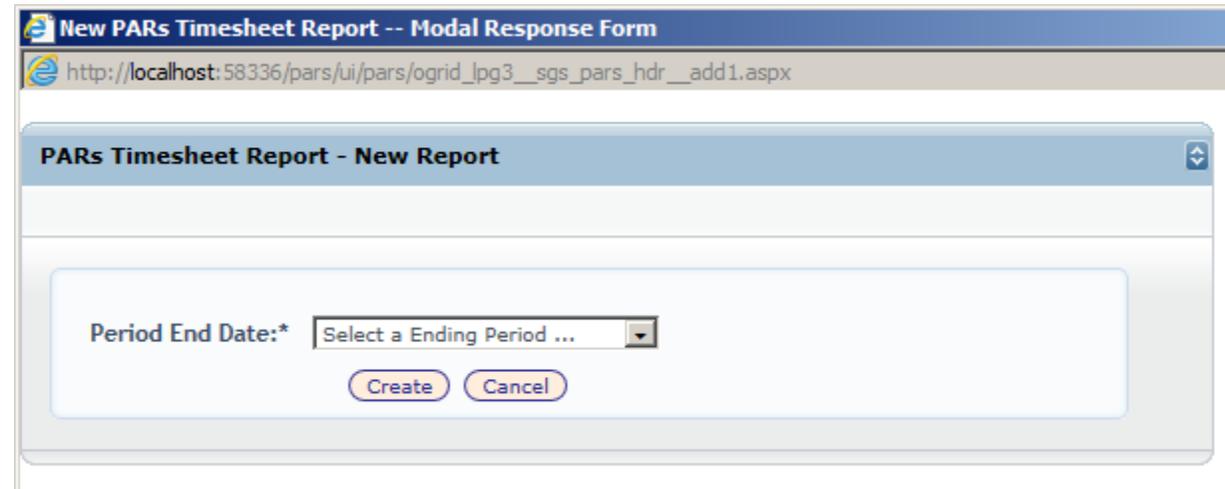
Total Number of Records

You can use the “Quick Search” to filter on any of the columns shown.

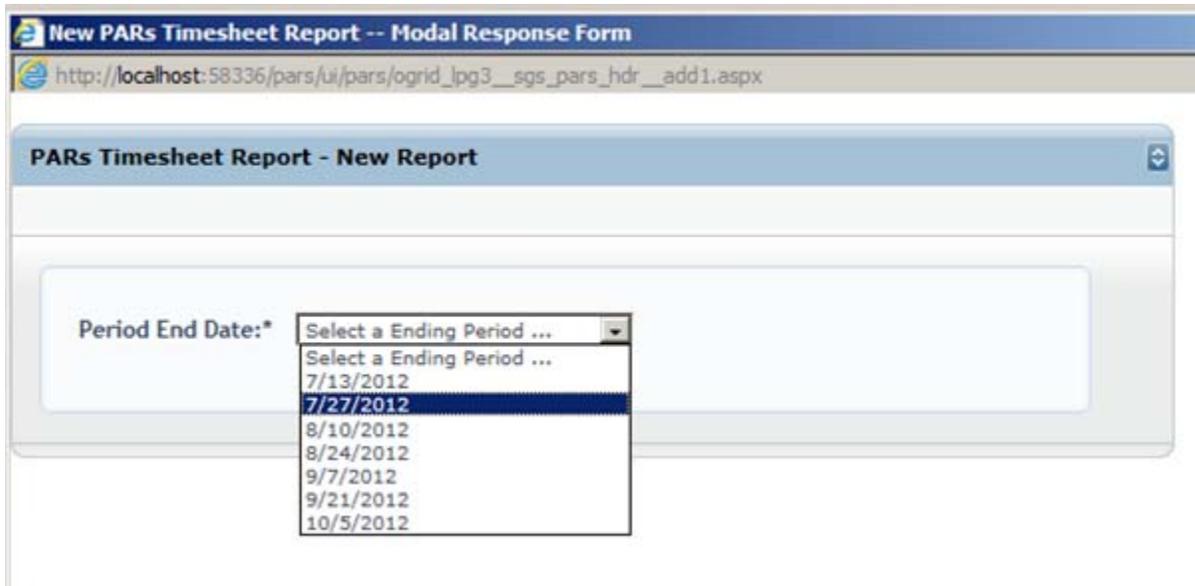
For example typing 2/10 and pausing for 2 seconds will cause the table to show the record with the 02/10/2012 period ending date.



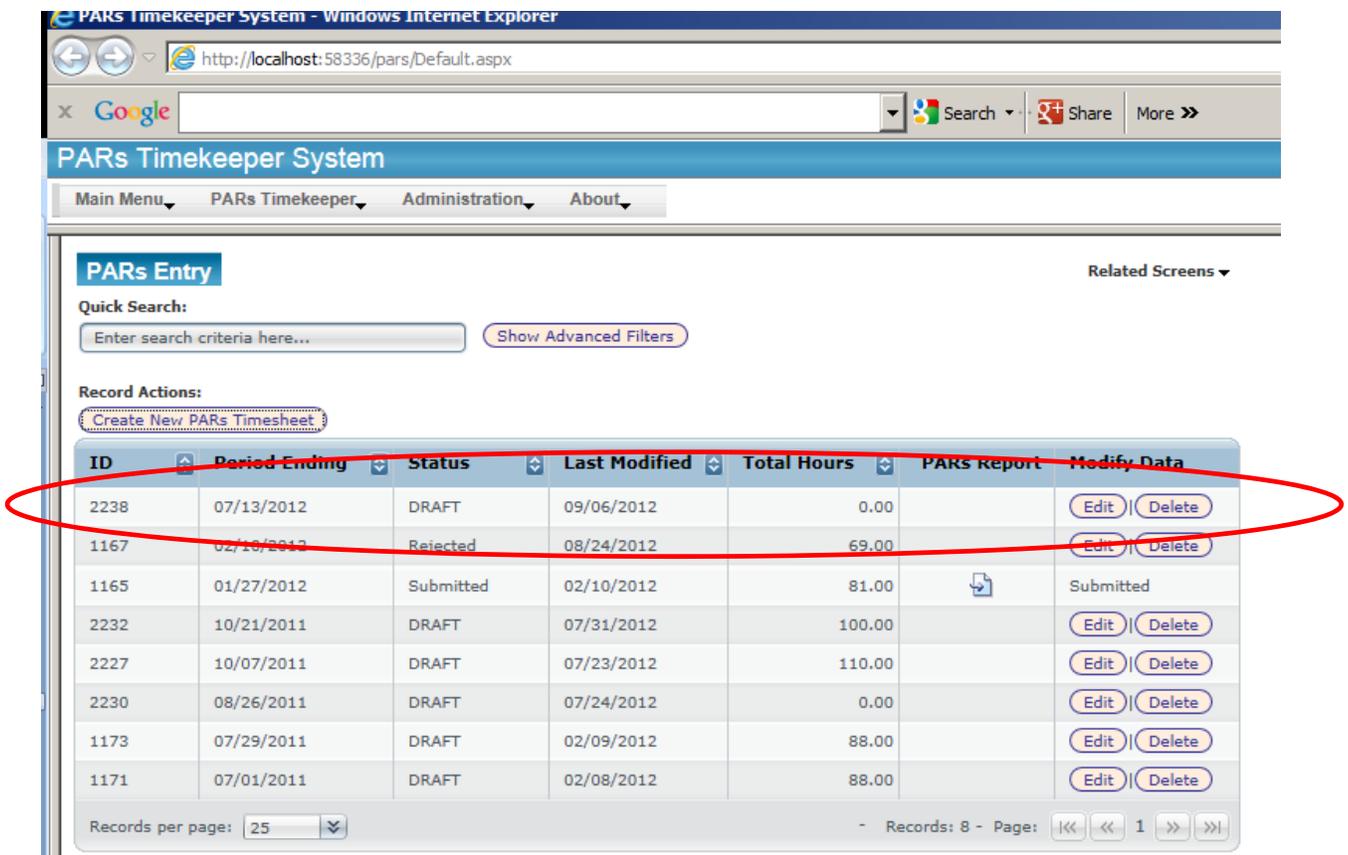
To create a new PARs Timesheet, click on the button above the table. This popup window will present. If for some reason your web browser has a popup blocker, you will be notified by a yellow bar under the address bar or on the bottom of the screen. Please select always allow popups for this site if this occurs. You will probably have to re-navigate to PARs Entry after responding to this message.



Use the dropdown box to select the Period End Date for the PAR you wish to create. Only dates for PARs not already created for your account from 7/1/2012 to 30 days beyond the current date will show. This prevents the creation of a duplicate report for the same day.



After selecting a date click “Create” to continue. Cancel will end the transaction without creating a PAR. In my example I selected 7/13/2012 and clicked create.



A new PAR record will show on the PARs Entry page in DRAFT status and for 0 hours.

Editing an Existing PAR Report:

At this point the new PAR report becomes like all of the other. Any PAR in a DRAFT or Rejected status can be edited or deleted by the end user. Submitted PARs are just that, submitted and locked for changes. However only Submitted PARs can generate a PARs report.

Record Actions:

Create New PARs Timesheet

ID	Period Ending	Status	Last Modified	Total Hours	PARs Report	Modify Data
2238	07/13/2012	DRAFT	09/06/2012	0.00		Edit Delete
1167	02/10/2012	Rejected	08/24/2012	69.00		Edit Delete
1165	01/27/2012	Submitted	02/10/2012	81.00		Submitted

Click on “Edit” to alter an existing Draft or Rejected PARs. The table will expand into a PANEL view that exposes additional information and actions that can be taken for the record. There are also tabs that can be clicked on to show.

ID	Period Ending	Status	Last Modified	Total Hours	PARs Report	Modify Data
2238	07/13/2012	DRAFT	09/06/2012	0.00		

Period End Date:*
 [Close](#)

[PARs Data Entry](#) | [PARs Details](#) | [System Maintained](#)

Click to Edit each section of the PAR Report.

[Enter Time by Category](#) | [Submit PAR Report](#)

Each button is an action.

- Close will collapse the details with no changes.
- Close will change to two buttons “Save” and “Cancel” if something editable is changed

Period End Date:*
 [Save](#) [Cancel](#)

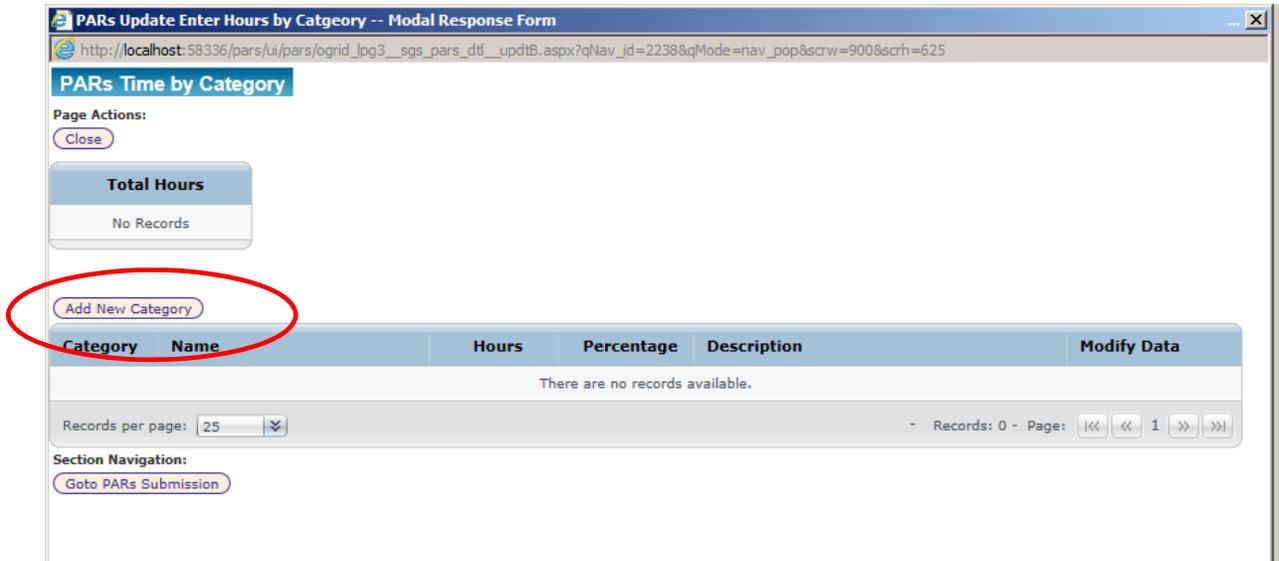
[PARs Data Entry](#) | [PARs Details](#) | [System Maintained](#)

Hours:

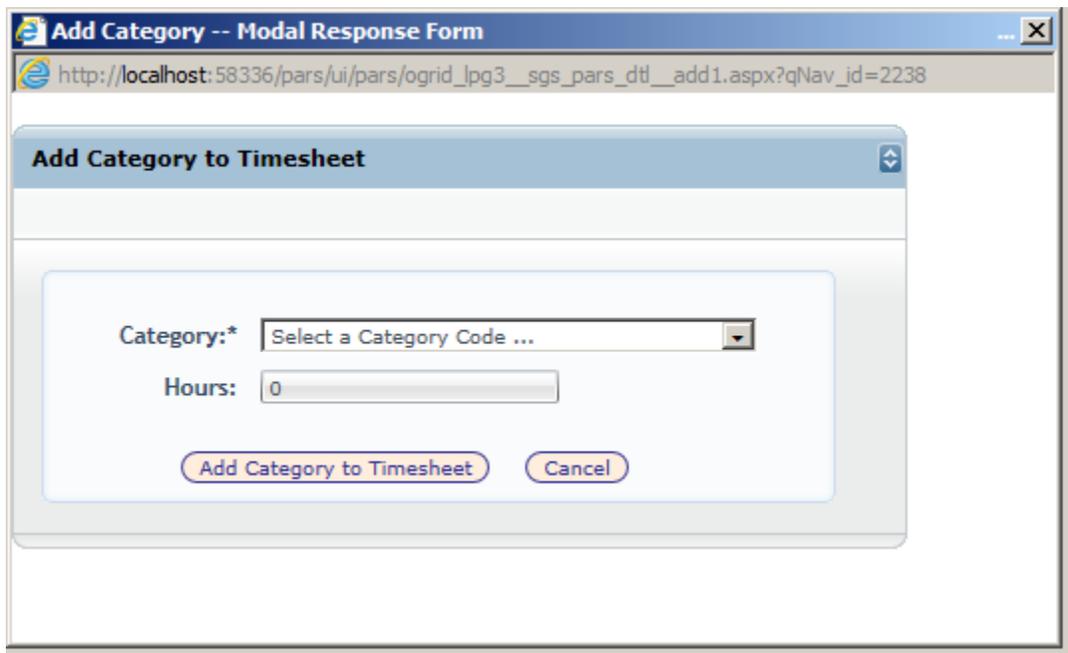
Rejection Reason:

- Enter time by Category is where time details are added
- Submit PAR Report can be clicked when you are finished entering hours.

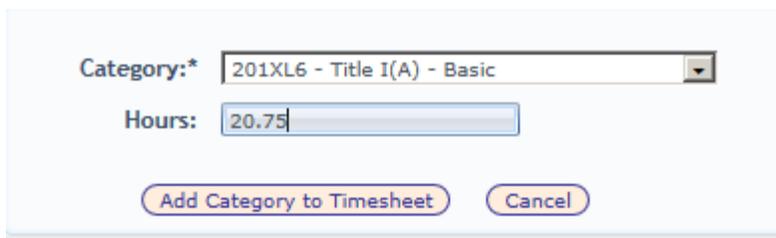
Click on Enter Time by Category to add hours. A popup window presents that shows two tables. The “Total Hours” table provides a running total of all time added. The main table is where detail rows will show.



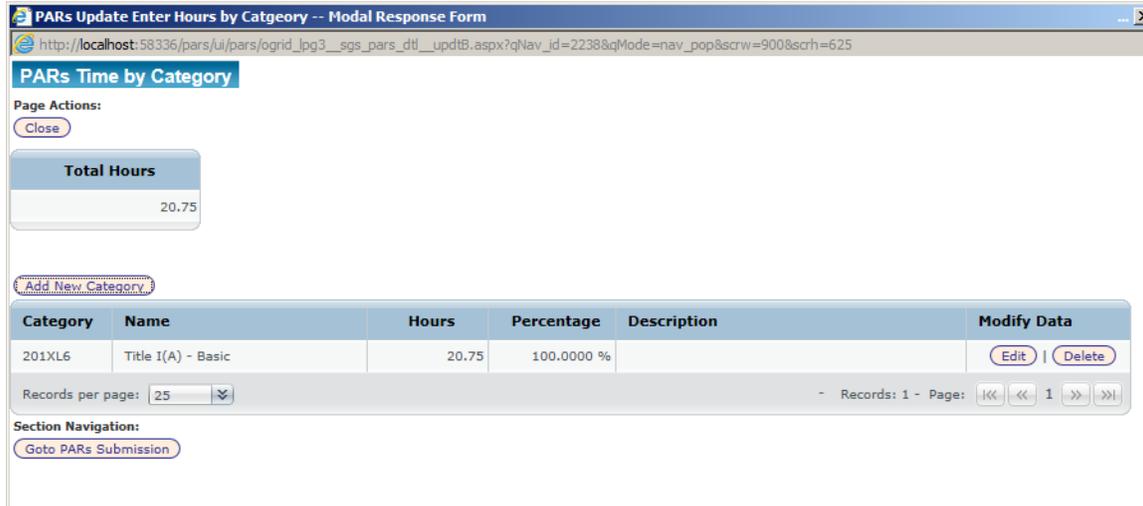
Click on “Add New Category” to get started entering time. A third window will present where a long drop down of valid category codes and a box where hours can be entered.



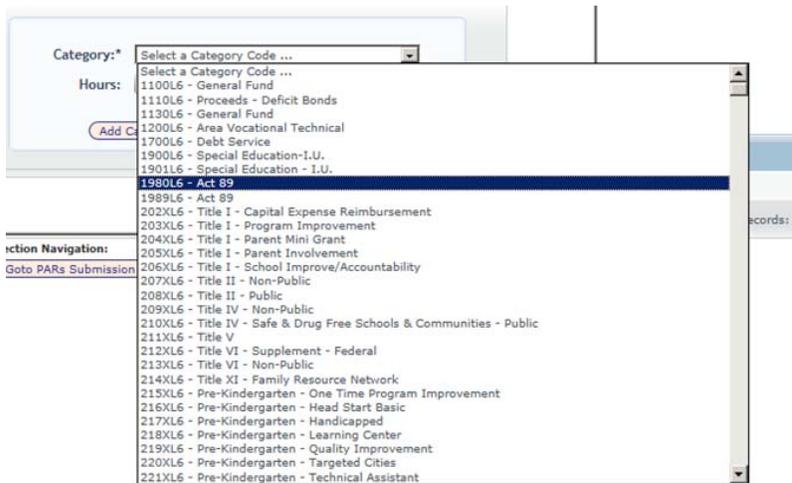
Select the desired category and enter the number of hours using a valid positive decimal up to 2 decimals (i.e. 20.75)



Then click “Add Category to Timesheet” to enter the hours. Cancel will end the transaction with no hours or category being added. The underlying screen will refresh to show the hours added. The total hours table is updated as well as the percentage column.



When adding additional categories, the drop down list presented automatically filters to only show categories not previously used on this PAR. This prevents having duplicate lines for the same category. Note Title IA is not there...



Here, 2 more records were added. You can see that the Hours and Percentages always recalculate.

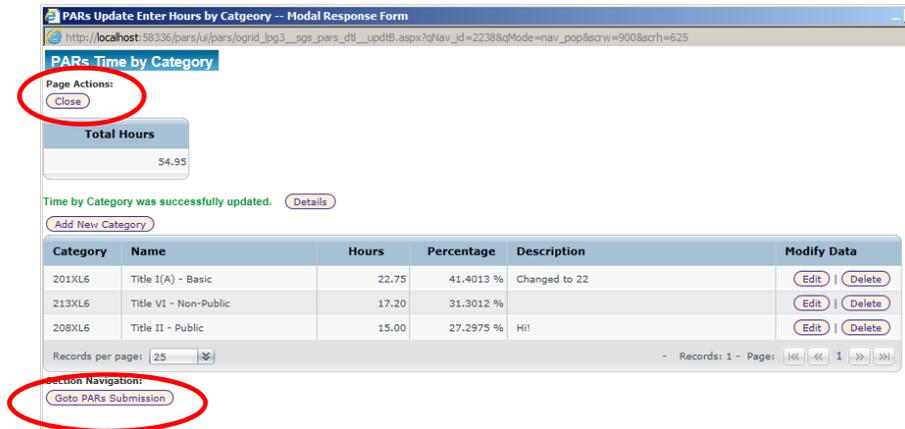
If at any point, an incorrect entry is made, the line can be deleted with the delete button. Hours can be altered or a description added with the “Edit” button.

When the record edited, you can edit multiple records in-between saving if desired.

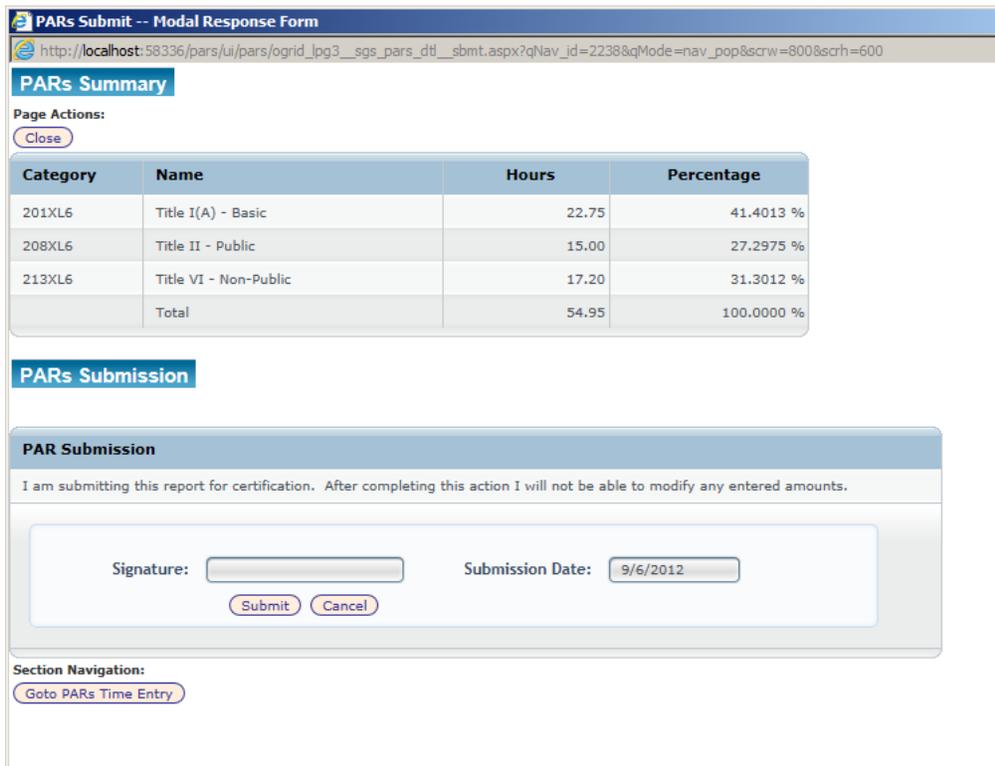
Lines altered appear in RED until “save all” or “cancel all” is used. Clicking “Save All”

Submitting / Rejection / Printing

When you have completed entering time, you can close the window to return to the main screen. Or you can go straight to PARs submission from the entry screen using the button under “Section Navigation”.



Clicking “Goto PARs Submission” yields the below window.



Here you see a table of the hours entered on the PARs and a total. There is a location for you to provide an electronic signature. The date is defaulted.

Incomplete field show up during save with a message in red. Here the signature was left blank.

PARs Submit -- Modal Response Form

http://localhost:58336/pars/ui/pars/ogrid_lpg3__sgs_pars_dtl__sbmt.aspx?qNav_id=2238&qMode=nav_pop&scrw=800&scrh=600

PARs Summary

Page Actions:

Close

Category	Name	Hours	Percentage
201XL6	Title I(A) - Basic	22.75	41.4013 %
208XL6	Title II - Public	15.00	27.2975 %
213XL6	Title VI - Non-Public	17.20	31.3012 %
	Total	54.95	100.0000 %

PARs Submission

PAR Submission

I am submitting this report for certification. After completing this action I will not be able to modify any entered amounts.

- Signature is a required field

Signature: *

Submission Date:

Submit Cancel

Section Navigation:

Goto PARs Time Entry

However, the signature line will be pre-populated with the employee name based on the login. PARs must also meet a minimum number of hours determined by the pay days in the period selected and the user's assigned union. The hours are between 65 and 70 for full pay periods. Here we did not meet the number of hours yet and during submission, the system reports that as shown below. Hours must be added.

PARs Submit -- Modal Response Form

http://localhost:58336/pars/ui/pars/ogrid_lpg3_sgs_pars_dtl_sbmt.aspx?qNav_id=2238&qMode=nav_pop&scrw=800&scrh=600

PARs Summary

Page Actions: [Close](#)

Category	Name	Hours	Percentage
201XL6	Title I(A) - Basic	22.75	41.4013 %
208XL6	Title II - Public	15.00	27.2975 %
213XL6	Title VI - Non-Public	17.20	31.3012 %
	Total	54.95	100.0000 %

PARs Submission

This PAR does not meet the minimum required hours. [Details](#)

PAR Submission

I am submitting this report for certification. After completing this action I will not be able to modify any entered amounts.

Signature: Submission Date:

[Submit](#) [Cancel](#)

Section Navigation: [Goto PARs Time Entry](#)

After adding 40 more hours, the submission will now meet the required hours.

PARs Submit -- Modal Response Form

http://localhost:58336/pars/ui/pars/ogrid_lpg3_sgs_pars_dtl_sbmt.aspx?qNav_id=2238&qMode=nav_pop&scrw=800&scrh=600

PARs Summary

Page Actions: [Close](#)

Category	Name	Hours	Percentage
1100L6	General Fund	40.00	42.1274 %
201XL6	Title I(A) - Basic	22.75	23.9600 %
208XL6	Title II - Public	15.00	15.7978 %
213XL6	Title VI - Non-Public	17.20	18.1148 %
	Total	94.95	100.0000 %

PARs Submission

PAR Submission

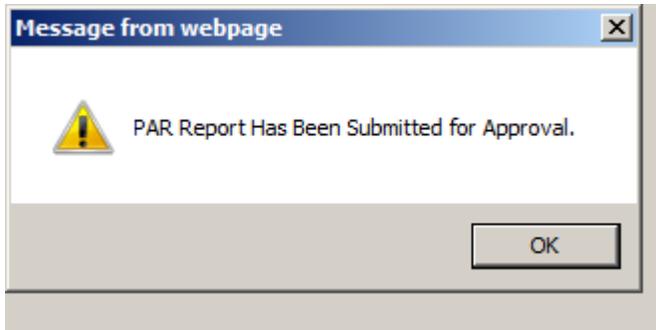
I am submitting this report for certification. After completing this action I will not be able to modify any entered amounts.

Signature: Submission Date:

[Submit](#) [Cancel](#)

Section Navigation: [Goto PARs Time Entry](#)

If successful the below message appears. Click OK and the main screen will be present with the PAR submitted marked as so.



PARs Timekeeper System

Main Menu ▾ PARs Timekeeper ▾ Administration ▾ About ▾

PARs Entry Related Screens ▾

Quick Search:
 [Show Advanced Filters](#)

Record Actions:
[Create New PARs Timesheet](#) [Export to Excel](#)

ID	Period Ending	Status	Last Modified	Total Hours	PARs Report	Modify Data
2238	07/13/2012	Submitted	09/06/2012	94.95		Submitted
1167	02/10/2012	Rejected	08/24/2012	69.00		Edit Delete
1165	01/27/2012	Submitted	02/10/2012	81.00		Submitted
2232	10/21/2011	DRAFT	07/31/2012	100.00		Edit Delete
2227	10/07/2011	DRAFT	07/23/2012	110.00		Edit Delete

Submitted PARs cannot be modified unless “Rejected”

Rejected PARs can be changed the same way that a DRAFT PAR can. However rejected PARs may contain a message from the Admin about why it was rejected. This can be seen on the PARS Detail tab when a rejected row is edited. Here is not a very good reason.

1167	02/10/2012	Rejected	08/24/2012	69.00	
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Period End Date:*
 [Close](#)

[PARs Data Entry](#) **[PARs Details](#)** [System Maintained](#)

Hours:

Rejection Reason:

Rejected PARs can be resubmitted like a DRAFT PARs.

Submitted PARs can be printed for physical signature.

PARs Timekeeper System

Main Menu | PARs Timekeeper | Administration | About

PARs Entry Related Screens

Quick Search: [Show Advanced Filters](#)

Record Actions: [Create New PARs Timesheet](#) [Export to Excel](#)

ID	Period Ending	Status	Last Modified	Total Hours	PARs Report	Modify Data
2238	07/13/2012	Submitted	09/06/2012	94.95		Submitted
1167	02/10/2012	Rejected	08/24/2012	69.00		Edit Delete
1165	01/27/2012	Submitted	02/10/2012	81.00		Submitted
2232	10/21/2011	DRAFT	07/31/2012	100.00		Edit Delete
2227	10/07/2011	DRAFT	07/23/2012	110.00		Edit Delete

Click on the report icon in the PARs Report Column. The following page will appear

PARs Timekeeper System

Main Menu | PARs Timekeeper | Administration | About

[Return to My PAR Reports](#)

1 / 1 100%

PAR FORM

**SCHOOL DISTRICT OF PHILADELPHIA
PERSONAL ACTIVITY REPORTS
FISCAL YEAR 2013**

Ted Lewis
Chicago Sherpa Government Solutions

Pay Period Ending Date: 07/13/2012

BASE PAY ONLY (Not EC, PD, etc)

Cost Objective	% of Time (Activity Hours / Total Hours in Pay Period)
201XL6 - Title I(A) - Basic	23.9600 %
208XL6 - Title II - Public	15.7978 %
213XL6 - Title VI - Non-Public	18.1148 %
1100L6 - General Fund	42.1274 %
Totals	100.0000 %

I certify that this report represents a true recording of effort expended for the period indicated and that I have full knowledge of those activities.

Employee's Signature _____
Date

Supervisor's Signature _____
Date

Here you can click on the “printer” icon in the upper left corner to send the shown report to the printer. It can then be signed, dated, and filed as per the established process. Return to My PAR Reports returns back to the list of existing PARs.

Forms

- Personnel Activity Report

Definitions

Contacts

- *Grant Compliance Office*
- *Office of Grant Development*
- *Grant Fiscal Services*

Frequently Asked Questions

Related Information

- *GP1200 Certification of Employee Time and Effort*
- *GP1200.1 Determining Employee Cost Objective Status*
- *GP1200.2 Completing a Time and Effort Certification (CERT) Form*
- *GP1200.4 Supplemental Pay*

History

Amended:

- Amended on 9/24/2012 to revise the PAR system instructions from the use of a Microsoft Access database with limited availability to a web based application available to all Education Center personnel required to maintain PAR forms.
- Amended on 4/27/2015 to make UGG reference updates and other technical adjustments.
- Amended 2/21/2019 to clarify an exception to the supervisor signature requirement on the PAR form.

Issue Date: 2/21/2019	Effective Date: 2/21/2019	Approved by: Chief Grant Development and Compliance Officer
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