

Monthly PAR with Multiple Cost Objectives and Reconciliation to Payroll Records

I, (*employee name, job title*), certify that for the month of _____ I worked on the cost objectives listed below for the time specified each day. I have documentation to support these times. (*Adjust to the cost objectives needed.*)

Day of Month	Minutes/Hours Cost Objective _____	Minutes/Hours Cost Objective _____	Minutes/Hours Cost Objective _____	Total Daily Minutes/Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
	Minutes/Hours Cost Objective _____	Minutes/Hours Cost Objective _____	Minutes/Hours Cost Objective _____	Total Daily Minutes/Hours
Total Minutes Worked				
% by Cost Objective				

Employee Signature _____ Date _____
 Supervisor Signature _____ Date _____

Reconciliation

	Minutes/Hours Cost Objective _____	Minutes/Hours Cost Objective _____	Minutes/Hours Cost Objective _____	Total Daily Minutes/Hours
Percent Payroll by Cost Objective				
Difference—T&E % vs. Payroll %				
Payroll Adjustment	\$	\$	\$	