

### Personnel Activity Report

Time Period Covered

**From** 7/1/2019

**To** 7/31/2019

Employee Name

John Doe

Employee Title

Fiscal Compliance Monitor

Employee Status: Full-Time / Part-Time

Full-Time

Salary/Wages Used for Matching or Cost Sharing on Federal Awards

No

Supervisors Name

Jane Doe

Cost Objective	Program Title	Function Performed																																Mos Tot.	% Mos Tot.		
			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				
1234	Title IA	Monitoring	6	2	8	8	8	x	x	8	8	8	4	4	x	x	8	8	8	8	0	x	x	2	6	8	8	8	x	x	H	8	8	144	78%		
5678	21st Cent	Monitoring	2	6	0	0	0	x	x	0	0	0	4	4	x	x	0	0	0	0	8	x	x	6	2	0	0	0	x	x	H	0	0	32	17%		
																																			0	0%	
																																				0	0%
																																				0	0%
																																				0	0%
<b>Total Hours Worked</b>			8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	8	0	0	8	8	8	8	176	96%
<b>Annual Leave (A)</b>																																			0	0%	
<b>Sick Leave (S)</b>																																			0	0%	
<b>Holiday (H)</b>																																		8	8	4%	
<b>Total Daily Hours</b>			8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	8	0	0	8	8	8	184	100%	

Comments: If additional explanation is necessary to help the supervisor understand the time and effort being reported.

*We certify that the above information, to the best of our knowledge, is correct and represents the total activity (100%) during the period indicated.*

<b>Signature of Employee</b>	<i>John Doe</i>	<b>Date</b>	7/30/2019	<b>Error</b>
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<b>Signature of Supervisor</b>	<i>Jane Doe</i>	<b>Date</b>	8/1/2019	<b>OK</b>
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Records must support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity ( **2 CFR 200.430(i)(vii)** ).