

UNIVERSITY OF NEBRASKA AT OMAHA

INTERDEPARTMENTAL CORRESPONDANCE

Date: **April 19, 2016**
To: Project Director
From: Lisa Bounds, Manager of Grants Accounting
Subject: **March 2016** Personnel Activity Report (PAR) Forms

March 2016
PARS DUE by:
May 6, 2016

Attached are Personnel Activity Reports for which you are responsible. These reports meet the Federal time and effort reporting requirements for direct payroll on grants or contracts, as well as cost share which reflects the match from other Cost Objects. 100% of time for each individual needs to be certified.

These reports should reflect the percentage distribution for the indicated individuals for the indicated work period. The percentage by each WBS Element indicates the percentage of total time worked on the project and paid from the WBS Element. An asterisk percentage by a WBS Element that is followed by a cost object, indicates the percentage of cost share (time worked on the project, but paid from the cost object in parenthesis).

Please verify that these percentages are correct, and make any necessary corrections. However, you do not need to change the cost share percentages if more time is spent than indicated in your proposal or grant award information. **Please indicate the reason for any corrections in the "remarks" section of the form.**

Salary transferred via a Payroll Expense Transfer will not be reflected on the forms. Please manually adjust the forms for the Payroll Expense Transfers that have already been processed for the indicated work period, as necessary. If you make any other corrections to a WBS Element percentage, you also need to correct the corresponding payroll via a Personnel Action or Payroll Expense Transfer, as appropriate. No subsequent Personnel Actions or Payroll Expense Transfers should be processed for the indicated work period for that individual, without first changing the percentage on the Personnel Action Report.

THE PERCENTAGES FOR THE TOTAL TIME WORKED FOR THE INDICATED TIME PERIOD MUST ADD TO 100%. Please complete the remaining percentage(s) for the appropriate categories listed on the form. Descriptions of the categories are attached.

Individuals having direct knowledge of the employee's effort should sign the Personnel Activity Reports. **All forms should be reviewed, completed, signed and returned to Grants Accounting by May 6, 2016.** Please keep copies of the forms for your files. If you have any questions, please call Grants Accounting at extension 4-2667. Thank you for your cooperation in processing these forms on a timely basis.

Personnel Activity Report Categories

1. **Instruction:** Teaching and training activities, whether they are offered on a credit or non-credit basis. Department Research is also included, as is all research and development activities which are not separately budgeted and accounted for as organized or sponsored research.
2. **Research:** Organized Research and Sponsored Research activities intended to produce one or more research outcomes including the creation of knowledge, the organization of knowledge, and the application of knowledge. Organized Research means all institutional research and development activities that are separately budgeted. Sponsored Research means all research sponsored by federal or non-federal agencies or organizations.
3. **Public Service:** Activities which make the resources and capabilities of the institution available to the public for the specific purpose of responding to a community need or solving a community problem.
4. **Other Sponsored Activities:** All activities except Instruction, Research, and Public Service that are funded by Federal or Non-Federal agencies or organizations. This activity includes Academic Support, Student Services, Physical Plant Operations, and Student Financial Support.
5. **Agricultural Experiment Station:** Not applicable to UNO.
6. **Cooperative Extension Service:** Not applicable to UNO.
7. **Patient Care Services:** Not applicable to UNO
8. **Administration:** Activities carried out to provide for both the day-to-day functioning and the long-range viability of the institution as an operating organization. This includes general administration, departmental administration, sponsored projects administration, student administration and services, and all other types all administrative effort.
9. **Other Institutional Activities:** All other activities not listed above which are funded by institutional funds. (For UNO, this category can also be used for all non-sponsored activities.)