

PERSONNEL ACTIVITY REPORT

This form certifies the personnel named below, employed by South Texas College (STC) and who is released from their primary assignment, has completed activity on grants as required, or must document in-kind or match contribution needs. **This form must be completed and submitted by the 3rd and 18th of every month to coordinate with STC pay periods.**



Employee Name:

Employee ID:

Title:

Position Number:

Reporting Period:

Grant Funded	Grant ID	Role	Cost Objective	Hours	Percent
					%
					%
					%
					%
					%
Grant Funded Subtotal					%
In-Kind					%
					%
					%
					%
					%
In-Kind Subtotal					%
STC Funding	Non-grant duties	----	----		%
	Absence				%
	Absence				%
	Absence				%
STC Funding Subtotal					%
Is there any overtime included in this total? <i>Overtime defaults to STC Funding and it not included in PAR.</i>			Yes No	TOTAL	%

I, _____, acknowledge this report is complete and accurately reflects work performed. Principal Investigator (PI) and Grant Manager (GM) signatures provide reasonable assurance that charges to the funded grant to compensate the employee are based on records that accurately reflect the work performed against the grant deliverables and contract terms. It is the responsibility of the PI to maintain evidence of work performed by the employee for the grant retention period. Any false information may be subject to administrative disciplinary action or other penalties. If additional proof of grant effort is requested, the PI will be responsible to provide.

Employee: _____
PI: _____
GM: _____

For Business Office Use Only