

**Sample PERSONNEL ACTIVITY REPORT
(TIME AND EFFORT REPORT)**

Organization Name: _____	
Employee's Name: _____	Week Ending: _____
ACTIVITY:	<u>Distribution of Time:</u>
Arts Endowment:	
1. Grant or DCA #: _____	%
2. Grant or DCA #: _____	%
3. Grant or DCA #: _____	%
SUBTOTAL:	_____ %
Non-Arts Endowment Projects:	
1. Project name: _____	%
2. Project name: _____	%
3. Project name: _____	%
SUBTOTAL:	_____ %
Other:	
Administrative: _____	%
Fundraising*: _____	%
Leave: Sick _____	%
Vacation _____	%
Other (specify) _____	%
SUBTOTAL:	_____ %
TOTAL Time and Effort (must equal 100%): _____ %	
Employee's Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____

In preparing personnel activity reports, please note the following:

- The reports must be based on an after-the-fact determination of the employee's actual activities. For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
- All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the Arts Endowment-supported project(s), as well as leave (sick/vacation/holiday), administrative duties, fundraising, etc. NOTE: For nonprofessional employees, you must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).
- Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least monthly) basis
- These reports must be signed.

*Federal funds, including **Recovery Act** funds, cannot be used for fundraising.