

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

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|--------------------------------------|------------------------------------|
| Organization Name: _____ | |
| Employee's Name: _____ | Week Ending: _____ |
| <u>Activity</u> | <u>Distribution of Time</u> |
| Arts Endowment: | |
| 1. Grant or DCA #: _____ | _____ % |
| 2. Grant or DCA #: _____ | _____ % |
| Other: | |
| 3. Project name: _____ | _____ % |
| 4. Project name: _____ | _____ % |
| 5. Project name: _____ | _____ % |
| Administrative: _____ | _____ % |
| Fundraising: _____ | _____ % |
| Leave: | |
| Sick _____ | _____ % |
| Vacation _____ | _____ % |
| Other (specify): _____ | _____ % |
| TOTAL: | 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 (i.e., these cannot be estimated in advance). 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, 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).
- The reports must be signed by the employee or a responsible supervisory official.
- 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.
- Unless otherwise specified in the award document or if you are on an alternative method of funding, the Arts Endowment waives the requirement to maintain formal personnel activity reports for organizations receiving an award of less than \$50,000, or an award given earlier than FY 05 of \$25,000 or less.