



# TIME & EFFORT REPORT FORM PERSONNEL ACTIVITY REPORT INSTRUCTIONS

Federal law requires all employees charged to federal grants maintain time and effort documentation. Any employee funded by a federal grant must document the time they spend working on the grant's objectives. Documentation must reflect actual time spent by employees on awards being charged for their salary. Certification must incorporate activity on all grant projects and all organizational activity stated as a percentage. Salaries must be for services specifically identified with the project or activity to be allowable as a direct charge to the grant. Times sheets and Personnel Activity reports will be used as the backup documentation to meet federal regulations. All employees working on more than one activity on a single grant, or working on more than one activity on several grants must complete Personnel Activity reports with the final pay period of each month. Please note, percentages must correspond with salaries received for identified activities.

If you have questions regarding the source of your salary, please contact Amy Postalwait the Director of Sponsored Programs, at 304-204-4005 or e-mail [amy.postalwait@wvstateu.edu](mailto:amy.postalwait@wvstateu.edu).

To Complete the Personnel Activity Report:

1. For best results, before entering data into the Personnel Activity Report, please save the Personnel Activity Report to your computer.
2. Add your name to the “Employees Name” field.
3. Add your position to the “Position” field.
4. Add the time period for reporting to the “Period” field.
5. Under the “*I certify that 100% of my time and effort was broken down as follows,*” in the field furthest to the left enter the number representing the percent of effort for each grant award for the reporting period.

Next, enter the “Grant Number/Name” for the corresponding effort percent. There are five fields, numbered one through five.

6. Enter the tasks in the “MY TASKS WERE” fields numbered one through five in the same order as the corresponding effort percent and “Grant Number/Name” reported above.
7. Enter the “Regular Hours,” “Annual Hours,” “Holiday Hours,” “Occupational Hours,” “Sick Hours,” and the “Total Worked Hours” in the corresponding fields. **Please note, the hours on the time and effort report should match the hours on the corresponding time sheets.**

**\*If you need more space please attach an additional document with the required information.**

8. When complete please print a hard copy of the document, sign in the “Employee Signature” box, and complete the “Date” field and submit to your supervisor or the Principal Investigator for their review and signature, and submission to the Office of Sponsored Programs.