These are sample activities, list should represent agency activities

Sunshine County School District

Personnel Activity Report (PAR)

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| --- | --- | --- |
| **Funding Source** | **Assigned Hours Per Week** | **Percentage of Weekly Hours Per Project** |
| Title I, Part A | 20 | 50 % |
| Title I, Part C | 15 | 40 % |
| District/School Funding | 5 | 10 % |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | | |  | | | | | | | PAR Period (Month & Year): | | | | |  | |
| Activities: | | 1. Tutoring 2. Supervising Snacks 3. Preschool Class | | | | 1. Summer Class 2. Planning 3. Staff Training | | | 1. Administration 2. Parent Activity 3. Fieldtrip | | | | 1. Annual Leave 2. Sick Leave 3. Other (specify): \_\_\_\_\_\_\_\_\_\_ | | | | |
| **Date** | **Time**  **In** | | | **Time**  **Out** | **Total Hours** | | **Title I, Part A** | | | | **Title I, Part C** | | | **District/School Funding** | | |
| **Hours** | **Activities** | | | **Hours** | **Activities** | | **Hours** | | **Activities** |
| **1** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **2** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **3** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **4** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **5** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **6** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **7** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **8** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **9** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **10** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **11** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **12** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **13** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **14** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **15** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **16** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **17** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **18** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **19** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **20** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **21** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **22** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **23** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **24** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **25** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **26** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **27** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **28** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **29** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **30** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **31** |  | | |  |  | |  |  | | |  |  | |  | |  |
| **TOTAL** |  | | |  |  | |  |  | | |  |  | |  | |  |

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Signature of Employee Date

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| --- | --- |
| Notes: | * PAR must be completed after-the-fact, * PAR must be a determination of the actual activity(ies) the employee performed, and * PAR must coincide with one or more pay periods. |