

## Personal Activity Report Instructions

Faculty, administrators and other employees who are paid monthly are to document their monthly time and effort via the Personal Activity Report and submit to supervisor for approval. This is a requirement for anyone who is compensated, in whole or in part, by federal funds, funds used to match a federal grant, or whose efforts are used to satisfy a required or voluntary match for a federal grant must engage in time and effort reporting as appropriate to their position.

Personal Activity Report is to be submitted to the employee's supervisor monthly. Reporting period is from the 16th of the month to the 15th of the following month. Personal Activity Reports are to be submitted to the supervisor no more than three working days after the 15th of the month.

### Account Number or Capacity Fund

For activities associated with non-formula funds, such as grants or cooperative agreements, enter the account number of the grant or agreement here.

For the activities associated with CAHNS-funded research or Extension activities, McIntire-Stennis, EFNEP, or RREA formula funds, it is not necessary to enter an account number. Instead of an account number, enter "Capacity Funds".

For teaching, enter "Teaching".

### Account Name or Course Title

For non-formula funding (grants, cooperative agreements etc.) list the name of the account.

For teaching list the title of the course taught, as appropriate.

For Capacity Fund-related activities, enter one of the following terms, as appropriate: Research, Extension, McIntire-Stennis, EFNEP, or RREA.

For administrative support functions, enter Administrative Support.

### Activity Associated with Account this Time Period

List brief, general statements describing the duties performed that month, *i.e.* Performed data analysis, installed and maintained field plots, or conducted laboratory experiments on XXX.

When accounting for activities not associated with a specific project, such as proposal preparation, graduate student mentoring, professional meeting attendance, include these activities under your formula funding (CAHNS-funded research or Extension activities, McIntire-Stennis, FNEP, or RREA).

### Percent Effort

Total effort for every month should be 100%. Although percentage effort among activities may vary from month to month, the allocation(s) of effort reported on the monthly Personal Activity Report shall, over the course of the semester, match what was reported on the CAHNS Workload Form for that time period.

Effort expended teaching classes should be assigned according to the table below. Activity may be summarized as "Teach class".

Percent Time Per Course Per Month		
	Undergraduate	Graduate
3 credit course	20.00%	25.00%
4 credit course	26.67%	33.34%
5 credit course	33.34%	41.67%