

**How to Read Your
Personnel Activity Confirmation (PAC) Report**

Personnel Activity Confirmation Report

For Period: From Jan 1 2011 To May 15 2011

NAME: Doe, John	EMPLID: 0123456	JOBCODE/FAMILY: 2105	
TITLE: Project Director	COMPANY: NDS	HOME DEPARTMENT: 7000	

THIS EFFORT REPORTING FORM IS ISSUED BY THE OFFICE OF GRANTS AND CONTRACTS ADMINISTRATION. INFORMATION PREPRINTED IN COLUMNS A AND B IS DERIVED FROM ACTUAL PAYROLL RECORDS OF THE UNIVERSITY AND IS UPDATED ON A PAY PERIOD BASIS.

PLEASE REVIEW THE FORM CAREFULLY AND MAKE ANY NECESSARY CHANGES. THE EFFORT PERCENTAGES NEED TO REFLECT A REASONABLE ESTIMATE OF YOUR EFFORT. IF YOU ARE DEVOTING EFFORT TO A GRANT WHICH IS NOT LISTED ON THE FORM, INDICATE THE PROJECT NUMBER, NAME AND PERCENT OF EFFORT. REMEMBER YOUR EFFORT MUST TOTAL 100%

PLEASE READ ANY ATTACHMENTS BEFORE COMPLETING THIS FORM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 231-9802 WE WILL BE GLAD TO HELP.

THANK YOU FOR YOUR COOPERATION.

<u>PROJECT ID</u>	<u>FUND CODE</u>	<u>DEPTID</u>	<u>COLUMN A ACTUAL % OF SALARY PAID</u>	<u>COLUMN B EFFORT %</u>	<u>COLUMN C COST SHARE %</u>	<u>COLUMN D REPORTED EFFORT %</u>
	31100	7000	50	50	0	_____
	21226	7000	10	10	0	_____
FAR0010100 Grant A	43300	7000	20	20	0	_____
FAR0010101 Grant B	43500	7000	20	20	0	_____
	Sub-Totals		100	100	0	

I HEREBY CERTIFY
 (1) THAT I AM _____ THE EMPLOYEE NAMED ABOVE, - OR -
 _____ A RESPONSIBLE OFFICIAL HAVING FIRST HAND KNOWLEDGE OF THE WORK PERFORMED
 AND
 (2) THAT THE DISTRIBUTION OF EFFORT (CHANGED OR NOT CHANGED) REFLECTED ABOVE REPRESENTS A REASONABLE ESTIMATE OF ACTUAL WORK PERFORMED FOR THIS PERIOD

SIGNED _____ DATE _____

**The column shaded in yellow is the time period of this report.
 The column shaded in green is the employee information.
 The column shaded in blue is the breakdown of the salary and effort percentages.
 The column shaded in purple is the certification section.**

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The column shaded in yellow represents the breakout of your salary dollars.

The column shaded in green represents the breakout of your effort.

The column shaded in blue represents the breakout of any cost share you should have.

