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.

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<tr>
<th>PROJECT ID</th>
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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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TITLE: Project Director COMPANY: NDS HOME DEPARTMENT: 7000

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SIGNED ___________________________ DATE ___________________________

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.
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__________________________
Signed
__________________________
Date

Employee is showing 50% pay and effort on appropriated fund 31100, 10% pay and effort on local fund 21226, 20% pay and effort on grant project FAR0010100, and 20% pay and effort on grant project FAR0010101.