

## Minnesota State Colleges and Universities POSTSECONDARY PERSONNEL ACTIVITY REPORT (PAR)

As specified in the Department of Education, Enclosure C, Appendix 2 C.F.R. Part 225 all entities using funds to pay full or portions of salaries, wages or benefits of employees must maintain Personnel Activity reports (PARs). A PAR must be completed each semester for **each** funded individual and maintained at the college for audit purposes.

<b>Name</b> _____		<b>Date</b> _____	
<b>Frequency of reports:</b>			
<b>Professional/Administrative<sup>1</sup> OR Professorial<sup>2</sup></b>		<b>EACH ACADEMIC TERM</b>	
<b>Administrative Support<sup>3</sup> OR Other classification of employee</b>		<b>MONTHLY</b>	
		<b>Indicate term covered by this report:</b> Fall      Spring      YEAR	
		<b>Indicate month covered by this report:</b> January      April      July      October February      May      August      November March      June      September      December	
<b>SOURCE OF FUNDING</b>		<b>DESCRIBE ACTIVITIES</b>	
<b>(RECORD AS % OF 100%)</b>		<b>(Must reasonably reflect the activities for which an employee is compensated)</b>	
Department of Education Title III Grant			
All other local, state, or federal funding			

I have performed the above duties as described.

I certify that to the best of my knowledge the above named employee has performed the above duties as described.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_