

SAMPLE HOURLY: Personnel Activity Report (Time & Effort Report)

Organization Name: _____

Weekly/Pay Period Ending: _____

Employee's Name: _____

Total Possible Hours Per Week: _____

Employment Activity	Number of Hours Worked
A) Funded by NEA Award #	
Regular Hours	
Vacation/Sick/Other Leave <i>(allowable if such leave is included in compensation)</i>	
SUBTOTAL A:	
B) Supported by other NEA Funding. (There can be no overlapping cost among Federal awards.)	
Award #:	
Award #:	
Award #:	
SUBTOTAL B:	
C) Work not funded by the NEA or other Federal Awards	
Regular Hours	
Vacation/Sick/Other Leave	
SUBTOTAL C:	
GRAND TOTAL Hours Worked for the Period (A + B + C)	

Employee's Signature and Date: _____

Supervisor's Signature and Date: _____

In preparing personnel activity reports, please note the following:

1. The reports must be based on an after-the-fact determination of the employee's actual activities (i.e., these cannot be estimated in advance). For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
2. All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the Arts Endowment-supported project(s), as well as leave (sick/vacation/holiday), administrative duties, etc. NOTE: For nonprofessional employees, you must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).
3. The reports must be signed by the employee and a responsible supervisory official.
4. Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least monthly) basis.
5. Unless otherwise specified in the award document or if you are on an alternative method of funding, the Arts Endowment waives the requirement to maintain formal personnel activity reports for organizations receiving an award of less than \$50,000 (or an award given earlier than FY 05 of \$25,000 or less).