

Personnel Activity Report (PAR)

Name of Organization: _____
Employee's Name: _____
Pay Period: _____

Day	21st CCLC Hours	Non - 21st CCLC Hours	Total Hours
Week 1 (// to //)			
Monday			0
Tuesday			0
Wednesday			0
Thursday			0
Friday			0
Week 1 Total:	0	0	0
Week 2 (// to //)			
Monday			0
Tuesday			0
Wednesday			0
Thursday			0
Friday			0
Week 2 Total:	0	0	0
Pay Period Total:	0	0	0

I certify that this report represents a true recording of effort expended for the period indicated and that I have full knowledge of those activities.

Employee's Signature: _____

Date: _____

Salary Charging:	21st CCLC	Non- 21st CCLC	Total
Hours Worked	0	0	0
Percent of Total*	#DIV/0!	#DIV/0!	#DIV/0!
Bi-Weekly Salary Amount Charged	#DIV/0!	#DIV/0!	#DIV/0!

* Hours worked by activity divided by total hours