

Personnel Activity Report

Employee Name _____ Project _____ Allocation Percent _____
 Project _____ Allocation Percent _____
 Project _____ Allocation Percent _____

To ensure that the allocation of your time is appropriately recorded for Federal reporting purposes, please log all time and effort below.

Date	Week Number	Time	Percent Allocation
		Hours per day or “ X ” to indicate a full day.	“ X ” indicates that the actual time reflects the allocated effort. If the actual time differs from the allocated effort, specify actual the percent.

Average Allocations: Week 1 _____ Week 2 _____
 Week 3 _____ Week 4 _____ Week 5 _____
 Monthly Average _____

I certify that the information contained in the Personnel Activity Report accurately reflects the actual time and effort distribution for the month reported.

 Employee Signature

 Date

 Supervisor Signature

 Date