**Virginia Department of Education**

**Sample Template for Title IV, Part A, Monthly Personnel Activity Report**

**(Employees Working on Multiple Cost Objectives)**

Section 200.430 of the Code of Federal Regulations provides the following standards for the documentation of personnel expenses:

*Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:*

* *Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;*
* *Be incorporated into the official records of the non-Federal entity;*
* *Reasonably reflect the total activity for which the employee is compensated by the non- Federal entity, not exceeding 100% of compensated activities;*
* *Encompass both federally assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;*
* *Comply with the established accounting policies and practices of the non-Federal entity; and*
* *Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.*

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School or Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporting Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Include starting and ending day, month, and year.*

*Time period should not exceed one month.*

|  |  |  |
| --- | --- | --- |
| **Cost Objective** | **Program** | **Distribution of Time**  *Account for total activity for which employee is compensated,*  *not to exceed 100%* |
| Ex. Title IV, Part A, Administration | Title IV, Part A | 50% |
| Ex. Director of Instruction | Non-federal | 50% |

I certify that this report is an accurate representation of the total activity expended during the time period.

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

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

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

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

\*Certification should occur after-the-fact.