

**How to Correct Your
Personnel Activity Confirmation (PAC) Report**

Personnel Activity Confirmation Report

For Period: From Jan 1 2011 To May 15 2011

NAME: Doe, John	EMPLID: 0123456	JOBCODE/FAMILY: 2105	
TITLE: Project Director	COMPANY: NDS	HOME DEPARTMENT: 7000	

THIS EFFORT REPORTING FORM IS ISSUED BY THE OFFICE OF GRANTS AND CONTRACTS ADMINISTRATION. INFORMATION PREPRINTED IN COLUMNS A AND B IS DERIVED FROM ACTUAL PAYROLL RECORDS OF THE UNIVERSITY AND IS UPDATED ON A PAY PERIOD BASIS.

PLEASE REVIEW THE FORM CAREFULLY AND MAKE ANY NECESSARY CHANGES. THE EFFORT PERCENTAGES NEED TO REFLECT A REASONABLE ESTIMATE OF YOUR EFFORT. IF YOU ARE DEVOTING EFFORT TO A GRANT WHICH IS NOT LISTED ON THE FORM, INDICATE THE PROJECT NUMBER, NAME AND PERCENT OF EFFORT. REMEMBER YOUR EFFORT MUST TOTAL 100%

PLEASE READ ANY ATTACHMENTS BEFORE COMPLETING THIS FORM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 231-9802 WE WILL BE GLAD TO HELP.

THANK YOU FOR YOUR COOPERATION.

<u>PROJECT ID</u>	<u>FUND CODE</u>	<u>DEPTID</u>	<u>COLUMN A ACTUAL % OF SALARY PAID</u>	<u>COLUMN B EFFORT %</u>	<u>COLUMN C COST SHARE %</u>	<u>COLUMN D REPORTED EFFORT %</u>
	31100	7000	50	50	0	_____
	21226	7000	10	10	0	_____
FAR0010100 Grant A	43300	7000	20	20	0	_____
FAR0010101 Grant B	43500	7000	20	20	0	_____
		Sub-Totals	100	100	0	

I HEREBY CERTIFY

(1) THAT I AM _____ THE EMPLOYEE NAMED ABOVE, - OR -
A RESPONSIBLE OFFICIAL HAVING FIRST HAND KNOWLEDGE OF THE WORK PERFORMED

AND

(2) THAT THE DISTRIBUTION OF EFFORT (CHANGED OR NOT CHANGED) REFLECTED ABOVE REPRESENTS A REASONABLE ESTIMATE OF ACTUAL WORK PERFORMED FOR THIS PERIOD

SIGNED

DATE

If any percent needs to be changed in the Column A/Actual % of Salary Paid column, there needs to be a salary correction (retro) done to make this happen. Please keep in mind the number of pay periods that cumulate in an effort period. Also keep in mind start and end dates of projects. For example, Grant A could end in the middle of the effort period and then the 20% pay would show up as 10% pay on the effort form; however it would still represent 20% pay during the time period of Grant A.

If any percent needs to be increased on a Sponsored Fund in the Column B/Effort % column, then draw a line through the percent and write the correct percent next to it. If you increase in one spot it also needs to be decreased on a non-sponsored funding source in another spot.

If any percent needs to be decreased on a Sponsored Fund in the Column B/Effort % column, then the effort would be less than the pay on the sponsored project and it would mean Column A would need to be changed also and the salary correction mentioned above would need to be processed.

Please contact the Grant and Contract Accounting Office for any questions.