

PERSONNEL ACTIVITY REPORT - BIWEEKLY PAID NON-EXEMPT EMPLOYEES

Record hours worked here **Pay Period**

Purdue Pete										0000XXXXXXXXXX		0XXXXX		8/02/10 to 8/15/10							
<small>NAME</small>										<small>FUND</small>		<small>PERSON</small>		<small>ORG UNIT</small>		<small>PAY PERIOD BEGIN DATE to PAY PERIOD END DATE</small>					
Attendances/ Absences	A/A	Mon	Tue	Wed	Thu	Fri	Sat	Sun	WK 1 Total	Mon	Tue	Wed	Thu	Fri	Sat	Sun	WK 2 Total	TWO WEEK TOTAL			
Worked - Regular attendance	A																				
Vacation	V																				
Sick Leave - Employee	SE	4		1.5	2.5				8								8	16			
Sick Leave - Family	SF																				
Holiday	H																				
Overtime	OT																				
GRAND TOTAL - All Attendance/Absences Reported																	16				

EFFORT DISTRIBUTION on Infotype 0027

Company Code	Cost Center	Order	WBSE	Percent	Fund
PUR	40XXXXXXXX			100	XXXXXXXXXX
PUR					
PUR					
PUR					
PUR					
PUR					
PUR					

Attendance and Absence codes recorded here

Total time for each attendance/absence type, each week and the pay period. This should equal your total attendance/absence hours for the pay period.

Other types of absence or attendance codes not already printed on the time card can be added to the blank slots.

These rows and columns are to record the cost center, order, percentage, and/or fund as appropriate to distribute effort. See your supervisor for details.

I, the undersigned employee, certify that all hours worked are reflected on this time card are correct, and no other unauthorized or unreported hours were worked.
 I, the undersigned supervisor, certify both that the hours reported are accurate and complete, and the distribution of effort for the period is reasonable.

Employee signature

Supervisor signature

Instructions for Completing the Personnel Activity Report (PAR)

1. Employee Information

- Enter Employee Name
- Enter PUID
- Enter OnePurdue Personnel Number (PERNR), if known
- Enter Organizational Unit
- Enter Pay Period Begin and End Dates (MM/DD/YY)

2. Employee Hours Worked

- Enter Attendance/Absence Type and Code (See codes below, which are separately identified as attendance, paid absence, and unpaid absence codes)
- Add additional codes from the listing below, if needed
- Record time to the nearest tenth of an hour
- Enter number of hours recorded by attendance code for Monday-Sunday of Week One
- Verify total hours for Week One
- Enter number of hours worked Monday-Sunday of Week Two
- Verify total hours for Week Two
- Verify Grand Total of all Attendance/Absence hours
- Note: All regular employees with benefits should report paid and unpaid hours equal to their CUL%, exclusive of overtime hours**
- Examples: 100% CUL 80 biweekly hours; 75% CUL biweekly 60 hours; 50% CUL 40 biweekly hours

3. Employee Effort Distribution

- Enter appropriate cost center, order, work breakdown structure (WBSE), percent, fund and/or grant (See your supervisor or Business Office for further information)
- Record the distribution to the nearest WHOLE percent which reflects a reasonable allocation of the employee's effort
- Verify that the percentages total to 100%

4. Signatures

- Sign your timecard, which certifies completeness and accuracy of information provided
- Submit your timecard to your supervisor for final signature, which certifies completeness and accuracy of information provided

5. Submission (for supervisors)

- Submit approved timecards to your appropriate Business Office or time administrator immediately after the end of the pay period
- Note that incomplete or improper completion of the time card (PAR) information could delay the employee receiving their paycheck

6. Record Retention (for Business Offices)

- Retain records for ten fiscal years following the transaction date

<u>Attendance Type Codes</u>		<u>Paid Absence Type Codes</u>	
A	Attendance hours-regular work	BV	Bereavement
TR	Training Attendance hours-regular work	FMH	FMLA Using Paid Holiday
A2	Attendance override for occasional 2nd shift	FMPB	FMLA Using Personal Business Day
A3	Attendance override for occasional 3rd shift	FMPH	FMLA Using Personal Holiday
OT	Overtime	FMPL	FMLA Using Paid Parental Leave
OT2	Overtime override for occasional 2nd shift	FMSE	FMLA Using Sick Leave - Employee
OT3	Overtime override for occasional 3rd shift	FMSF	FMLA Using Sick Leave - Family
TROT	Training-Overtime	FMV	FMLA Using Vacation
PUSH	Urgent Care Exempt Physician Call	H	Holiday
FN	Firefighter inside overtime (2960 denominator)	MIPD	Military Paid Leave
FO	Firefighter outside overtime (2080 denominator)	OL	Other Leave Paid
CB	Call Back Premium Pay	PBD	Personal Business Day
		PH	Personal Holiday
		PPL	Paid Parental Leave
		SE	Sick Leave - Employee Illness
		SF	Sick Leave - Family
		V	Vacation
		WC	Workers Compensation
		SPA2	Companion/Supplemental 2nd shift premium-rarely used
		SPA3	Companion/Supplemental 3rd shift premium-rarely used
			<u>UNPAID Absence Type Codes</u>
		ABUP	Approved Unpaid Time Off
		FMUP	FMLA Unpaid Approved
		MALU	Mutually Acceptable Unpaid Leave Hours
		MIUP	Military Unpaid Leave Hours
		UN	Unapproved Absence Unpaid - No Show