



## **Instructions for preparing the Personnel Activity Report (Time and Effort Report)**

1. The report must be completed every term:
  - Fall (August 16-December 31)
  - Spring (January 1- May 15)
  - Summer (May 16 – August 15)
2. The reports must be based on an after-the-fact determination of the employee's actual activities (i.e., these cannot be estimated in advance). For example, the distribution of time might be determined based on notes from personal calendars, the St. Thomas University's online tracking system and/or reasonable estimates of time spent on various activities.
3. All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to grants, as well as leave (sick/vacation/holidays), administrative duties, etc.
4. The total distribution of time should add up to 100% of effort.
5. The reports must be signed by the employee and a supervisory official when applicable.