Reset

Oregon State University OSU

Office of Post Award Administration

Personnel Activity Report

Revised 12/08/06

Employee Information **For the Period:** _____

Last Name | First | Middle Initial | OSU ID Number

Home Org.

INDEX	FUND	ORGN	ACCT	PROG	ACTIVITY	AMOUNT	PERCENT

If percentages above are not correct, the changes must be indicated on this form. Payroll records must also be redistributed to reflect the corrected activity. If the redistribution is done electronically at the Department, a screen print of the transaction should be attached to the revised PAR form. If a Labor Distribution (LD) form is processed through the Payroll office, a copy of that form should be attached to the revised PAR form.

The LD form is available at http://osu.orst.edu/admin/hristeam/labordis/fml

This is to certify that the activity reported represents a reasonable estimate of the work performed and I am the employee or person having first-hand knowledge of the employee's total effort.

Signature | Date