

PERSONNEL ACTIVITY REPORT - BIWEEKLY PAID NON-EXEMPT EMPLOYEES

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NAME PUID PERNR ORG UNIT PAY PD BEGIN DATE to PAY PERIOD END DATE

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																	
Sick Leave - Family	SF																	
Holiday	H																	
Overtime	OT																	
GRAND TOTAL - All Attendance/Absences Reported																		

EFFORT DISTRIBUTION on Infotype 0027					
Company Code	Cost Center	Order	WBSE	Percent	Fund
PUR					

I, the undersigned employee, certify that the hours worked reported above are correct and I, the undersigned supervisor, certify both that the hours reported are correct and the distribution of effort for the period is reasonable.

Employee

Supervisor

Please send completed form to your departmental Time Administrator

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 (See Codes Below)
- Record time to the nearest tenth of an hour
- Enter number of hours worked Monday-Sunday of Week 1
- Verify total hours for Week 1
- Note separate sections listed below for Attendance codes, Paid Absence codes, and Unpaid Absence codes
- Repeat previous steps if more than one Attendance/Absence code is used
- Enter number of hours worked Monday-Sunday of Week 2
- Verify total hours for Week 2
- Verify Grand Total
- Note that all regular employees with benefits should report paid and unpaid hours equal to their FTE%, exclusive of overtime hours
- Examples: 50% FTE 40 biweekly hours; 80% FTE biweekly 64 hours; 100% FTE 80 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 and Retention (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
- Retain records for six fiscal years following the transaction date

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