

# Personnel Activity Reporting for K-12

## Helping K-12 schools meet time and effort reporting requirements

### Be more prepared for federal reporting

OMB Circular A-87 requires that if employees are paid with federal funds, they generally must maintain time distribution records that identify the specific federal program, or “cost objective,” on which they worked and for what percentage of time. Employees working only on a single federal program are generally required to maintain periodic certifications in which they or a supervisor attests every six months that the employee worked on a single federal program. Employees working on multiple federal programs (or a combination of federal and nonfederal programs) are required to maintain monthly Personnel Activity Reports (PARs).

### How UKG Time for School can help

The UKG™ (Ultimate Kronos Group) Time for School solution, powered by UKG Ready™, can help districts more easily track and comply with federal guidelines for PAR. Employees who meet the requirements for tracking can easily allocate percentages of time each day to the appropriate program or activity. Then employees or managers can attest electronically and have a record on file to ensure compliance when they are monitored or audited. According to the U.S. Department of Education, there is no requirement for a “wet” signature on a PAR. Digital signatures are considered valid and legal.

Easily prepare your audit-ready federal reports with the power of UKG.

### Key benefits

- Track** hours and percentages worked by cost objective more efficiently
- Reduce** the administrative burden of personnel activity reporting
- Provide** easy time and effort reporting by allowing employee or supervisor to electronically attest
- Produce** audit reports to verify and ensure compliance

Date	Sch	Program/Activity	Total Time
Mon 05/04/2020	Not Scheduled	Program Assistance	7.20 0.80
Tue 05/05/2020	Not Scheduled	Homeless Training	7.20 0.80
Wed 05/06/2020	Not Scheduled	Program Assistance	7.20 0.80
Thu 05/07/2020	Not Scheduled	CIP	7.20 0.80
Fri 05/08/2020	Not Scheduled	Program Assistance	7.20 0.80

Total	Calc	Time	Total
N/A	4.00	4.00	10.00%
Title 1	36.00	36.00	90.00%
<b>Total</b>	<b>40.00</b>	<b>40.00</b>	

Approval History			
Date	Action	Note	Approved By
05/07/2020 09:26p	Final Approval		Adam Horta
05/07/2020 08:54p	Submitted		Emily Mona

**I hereby certify that the time allocated is an accurate representation of the work performed during the time period indicated.**