



NATIONAL ENDOWMENT FOR THE

Humanities

OFFICE OF INSPECTOR GENERAL

## Sample Personnel Activity Reports for Professional and Non-Professional Employees

For more information about Personnel Activity Reports, please consult [OMB Circular A-122, Attachment B, Section 6](#) ("Cost Principles for Non-Profit Organizations").

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### PROFESSIONAL EMPLOYEE

Name of Organization: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Week Ending<sup>(1)</sup>: \_\_\_\_\_

	<i>Distribution of Time</i>	<i>Supervisor's Signature</i> <sup>(2)</sup>
Project A	30 %	John Doe
Project B	50 %	Jane Q. Public
Project C	10 %	Supervisor's Signature
Administration	<u>10 %</u>	Supervisor's Signature
Total	100 %	

This is an after-the-fact determination of my actual activity for the above pay period.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>(1)</sup> Reports must be prepared at least monthly and must coincide with one or more pay periods.

<sup>(2)</sup> Supervisory official having first hand knowledge of the activity performed by employee.

**NON-PROFESSIONAL EMPLOYEE: TIME AND ATTENDANCE REPORT**

Name of Organization: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Week Ending<sup>(1)</sup>: \_\_\_\_\_

Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Total	Supervisor's Signature <sup>(2)</sup>
A	5	4	3	0	0	12	John Doe
B	3	4	3	0	0	10	John Doe
C	<u>0</u>	<u>0</u>	<u>2</u>	<u>8</u>	<u>8</u>	<u>18</u>	John Doe
Total	8	8	8	8	8	40	

This is an after-the-fact determination of my actual activity for the above pay period.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>(1)</sup>Reports must be prepared at least monthly and must coincide with one or more pay periods.

<sup>(2)</sup> Supervisory official having first hand knowledge of the activity performed by employee.