

Personnel Activity Report - Hourly

Organization Name: _____ Weekly/Pay Period Ending: _____
 Employee's Name: _____ Total Possible Hours Per Week: _____

Employment Activity	Number of Hours Worked
A) Funded by Illinois Arts Council (federal) Grant #:	
Regular Hours	
Vacation/Sick/Other Leave <i>(allowable if such leave is included in compensation)</i>	
SUBTOTAL A:	
B) Supported by other IAC Funding. (There can be no overlapping cost among grants.)	
Grant #:	
Grant #:	
Grant #:	
SUBTOTAL B:	
C) Work <u>not</u> funded by the Illinois Arts Council	
Regular Hours	
Vacation/Sick/Other Leave	
SUBTOTAL C:	
GRAND TOTAL Hours Worked for the Period (A + B + C)	

Employee's Signature & Date: _____

Supervisor's Signature & Date: _____

In preparing personnel activity reports, please note the following:

- 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 and/or reasonable estimates of time spent on various activities.
- All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the IAC-supported project(s), as well as leave (sick/vacation/holiday), administrative duties, etc. NOTE: For nonprofessional employees, you must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).
- The reports must be signed by the employee and a responsible supervisory official.
- Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least monthly) basis.
- Unless otherwise specified in the award document the Illinois Arts Council waives the requirement to maintain formal personnel activity reports for organizations receiving an award of less than \$50,000 in federal funds.