

**ILLINOIS ARTS JOBS PRESERVATION GRANT
PERSONNEL ACTIVITY REPORT
Time and Effort Report**

Organization Name: _____

Employee's Name: _____

Grant #: _____

Job Title: _____

Week Ending: _____

Total Hours Worked: _____

<u>Activity</u>	<u>Distribution of Time</u>
Job Activities (add lines if needed)	
Administrative:	%
_____	_____
_____	%
Artistic:	%
_____	_____
_____	%
Fundraising/Development:	%
_____	_____
Leave:	
1. Sick:	%
_____	_____
2. Vacation:	%
_____	_____
3. Other (Specify):	%
_____	_____
TOTAL:	100%

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 IAJP Grant Program-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 or 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