

## Attachment 2: Personnel Activity Report

I, \_\_\_\_\_ certify that I worked on the  
 following cost objectives during the month of \_\_\_\_\_ .

Name of Cost Objectives	Percent of Time Worked
1. <sup>1</sup>	
2.	
3.	
4.	
5.	
Total Time Worked	%

---

(Employee Signature)

(Date)<sup>2</sup>

---

(Name Direct Supervisor)

(Signature)

(Date)

---

<sup>1</sup> All cost objectives must be included. Non-federal cost objectives may be included as a single “non-federal activities” cost objective.

<sup>2</sup> This must be signed and dated after the end date of the certification period.

## Personnel Activity Report Example

I, Jane Smith, certify that I worked on the following cost objectives during the month of October 1<sup>st</sup> – October 31<sup>st</sup>, 2014.

Name of Cost Objectives	Percent of Time Worked
1. Title I, Part A Schoolwide <sup>1</sup>	30%
2. Title I, Part A Parent Involvement	20%
3. Regular Education (Non Federal)	50%
Total Time Worked	100 %

---

(Employee Signature)

(Date)<sup>2</sup>

---

(Name Direct Supervisor)

(Signature)

(Date)

---

<sup>1</sup> All cost objectives must be included. Non-federal cost objectives may be included as a single “non-federal activities” cost objective.

<sup>2</sup> This must be signed and dated after the end date of the certification period.