



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").

PROFESSIONAL EMPLOYEE

Name of Organization: _____

Employee's Name: _____

Week Ending⁽¹⁾: _____

	<i>Distribution of Time</i>	<i>Supervisor's Signature</i> ⁽²⁾
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: _____

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

⁽²⁾ 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⁽¹⁾: _____

Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Total	Supervisor's Signature⁽²⁾
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: _____

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

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