The University of Iowa Web-based Personnel Activity Report (PAR) is used to certify individual effort on Federally sponsored grants and contracts. Federal guidelines govern who is surveyed, how frequently they are surveyed, allowable variances between Federal salary and Federal effort, and the time frame in which surveys must be distributed and completed.

The following information provides instructions for accessing and entering information in a Web PAR.

A full description of the foils included on a Personnel Activity Report, including examples of various activities and how they should be reported on a PAR can be found at:

http://gao.fo.uiowa.edu/effort-reporting/par-instructions
Employee Self Service “Sign In” Screen

To review or complete a Faculty PAR, sign in to the Employee Self Service web application at:


Access to Employee Self Service requires a HawkID and Password. New Employees receive a HawkID and Password shortly after starting employment. Former Employees may access Employee Self Service for 18 months after leaving the University.

Two-Step Login is required for Employee Self Service. Visit http://its.uiowa.edu/two-step for more information and to enroll your devices in Two-Step.

Please contact the ITS Help Desk for assistance, questions, or concerns.
**Employee Self Service Time & Pay Menu**

Each faculty member should access their own PARs from this screen. Select the *Effort Reporting* link under *Time & Pay/Time Tracking* menu.
If PARs were created for previous fiscal years (FY2004 is the first year for electronic PARs), a list of all available Web PARs will be displayed. The list will identify the fiscal year under the “Period” column, and the “Status” column will indicate if the PAR has been completed, is in progress or has not been worked yet (Status will be blank). Click the Details button for the PAR that you wish to review and it will display.

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Org Dept</th>
<th>Status</th>
<th>Period</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAMPLE</td>
<td>12345678</td>
<td></td>
<td>Completed</td>
<td>1/1/75 - 1/31/15</td>
<td>Y</td>
</tr>
<tr>
<td>SAMPLE</td>
<td>12345678</td>
<td>04-0220</td>
<td>Complete</td>
<td>1/1/75 - 1/31/15</td>
<td>Y</td>
</tr>
<tr>
<td>SAMPLE</td>
<td>12345678</td>
<td>04-0220</td>
<td>Complete</td>
<td>1/1/75 - 1/31/15</td>
<td>Y</td>
</tr>
<tr>
<td>SAMPLE</td>
<td>12345678</td>
<td>04-0220</td>
<td>Complete</td>
<td>1/1/75 - 1/31/15</td>
<td>Y</td>
</tr>
</tbody>
</table>

**NOTE:** When you are finished viewing or working a PAR form, use the PAR’s “Save Draft button or the “Submit Final Survey”. This will clear the lock that is created when you open a PAR (the lock prevents another person from accessing the PAR while you are viewing the document).
Sample PAR

The report structure will look similar to the sample PAR shown below.
# Salary Distribution Information

**Display Admin Comments:**

- **NAME:** SAMPLE FACULTY
- **EMPLOYEE ID:** 1345678
- **TITLE:** Assistant Professor
- **JOB CODE:** FS13
- **ORG:** 17 Carver College of Medicine
- **DEPARTMENT:** 3255 Cardio-Pediatrics
- **SURVEY PERIOD:** Jul 2017 - Jun 2018

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ACCOUNT MFK</th>
<th>PCT SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Care</td>
<td>050-17-3255-35000-00000000-10</td>
<td>5%</td>
</tr>
<tr>
<td>NIH Salary Cap</td>
<td>050-17-3255-35000-31111111-21</td>
<td>2%</td>
</tr>
<tr>
<td>CCOM Interim Commitments</td>
<td>241-17-3255-35000-5354700-40</td>
<td>2%</td>
</tr>
<tr>
<td>C/S NIH/NHLBI Impact of disrupt</td>
<td>242-17-3255-35000-31825000-21</td>
<td>5%</td>
</tr>
<tr>
<td>UHRC Research Support</td>
<td>243-17-3255-35000-53384800-21</td>
<td>57%</td>
</tr>
<tr>
<td>UHRC Critical Care Support CHOP</td>
<td>243-17-3255-35000-53384800-31</td>
<td>9%</td>
</tr>
<tr>
<td>FP17567 SAMPLE</td>
<td>500-17-3255-35000-18135200-20</td>
<td>0%</td>
</tr>
<tr>
<td>NIH/NHLBI-Impact of disruption</td>
<td>510-17-3255-35000-11825000-20</td>
<td>12%</td>
</tr>
<tr>
<td>Critical Care</td>
<td>990-17-3255-35000-54020000-00</td>
<td>8%</td>
</tr>
</tbody>
</table>

**TOTAL SALARY**

- **100%**

## Effort

### Sponsored/Organized Activities

These activities are separately budgeted.

<table>
<thead>
<tr>
<th>ACCOUNT MFK</th>
<th>PCT SALARY</th>
<th>PCT EFFORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organized Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHOP FP17567 SAMPLE</td>
<td>500-17-3255-35000-18135200-20</td>
<td>0%</td>
</tr>
<tr>
<td>NIH/NHLBI-Impact of disruption</td>
<td>510-17-3255-35000-11825000-20</td>
<td>12%</td>
</tr>
<tr>
<td>Other Sponsored Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Sharing Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C/S NIH/NHLBI-Impact of disrupt</td>
<td>242-17-3255-35000-31825000-21</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Add new Grant/Program and Percent Effort**

If a sponsored project for which you wish to report effort is not listed above, enter the eight-digit Grant/Program number. Select the ADD GRANT/PROGRAM button to enter Percent Effort and confirm this addition.

**Grant/Pgm**

**ADD GRANT/PROGRAM**

## Other Activities

This section of the PAR is where any effort on non-sponsored activities should be reported. These activities do not need to tie to specific funding sources so none are listed.

- **Non Sponsored Instruction**
  - 0%
- **Departmental Research**
  - 61%
- **Institutional Review Board (IRBS)**
  - 0%
- **Colleague and Departmental Administration**
  - 0%
- **University Wide Administration**
  - 0%
- **Other University Activities**
  - 20%

**TOTAL EFFORT (must equal 100%)**

- **100%**

I confirm that the above distribution of activity represents a reasonable estimate of all work performed by me during the stated period.

**NAME:** SAMPLE

**DATE:** 9/6/2018
Sample PAR – Salary Distribution

The first part of the PAR lists the funding sources for the faculty member’s salary and the percent of total salary provided by each funding source. This section also lists employee information including departmental assignment and time period covered by the survey. If any special instructions (see below) are attached to an individual PAR, a highlighted box, “display Admin comments”, will appear in the upper left hand corner. Clicking this box will display these instructions. The current status of the survey is displayed in the upper right hand corner of the PAR. The options are “Not Updated”, “In Progress”, and “Complete”. At the very top of the PAR is a list of additional links and options available to the faculty member, including a link to general guidelines for completing a PAR.
**Sample PAR – Sponsored/Organized Activities Effort Distribution**

The next section of the PAR is where the faculty member will report any effort on sponsored activities and organized research. Sponsored activities are limited to projects funded by fund 510 (federal) and fund 500 (non-federal) accounts. Organized research includes all activities funded by an account with a function code of 20 or 21. This section is subdivided according to major university functions: Instruction, Organized Research, Other Sponsored Activity and Cost Sharing Activity. The sponsored project/organized research accounts and salary distribution percentages are listed again in this section and are placed in a functional category based on the function code component of the account MFK. The cost sharing section is reserved for reporting effort on sponsored projects that is not direct charged to the projects.

*Throughout the PAR, effort is reported by entering the percent effort in the appropriate effort column box. Effort should be reported in whole numbers.*

A box is provided at the bottom of this section for adding a sponsored project if it is not already shown on the survey. Enter the 8-digit Grant/Program number component of the project MFK in this box and the application will find the full MFK and project description and ask the respondent to indicate effort to be applied to this project. The application will insert the new entry into the appropriate category on the PAR. Any account that is added by the respondent can also be removed if it was added in error.

If there are no projects listed in this section, the PCT EFFORT boxes will not be displayed. Please continue on to the Other Activities section that follows to complete the PAR.
**Sample PAR – Non-Sponsored Effort Distribution**

The next section of the PAR is where the faculty member will report any effort on non-sponsored activities. These activities do not need to tie to specific funding sources so none are listed.

### OTHER ACTIVITIES
This section of the PAR is where any effort on non-sponsored activities should be reported. These activities do not need to tie to specific funding sources so none are listed.

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Hours</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Sponsored Instruction</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Departmental Research</td>
<td>61</td>
<td>61%</td>
</tr>
<tr>
<td>Institutional Review Board (IRBS)</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Collegiate and Departmental Administration</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>University Wide Administration</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other University Activities</td>
<td>20</td>
<td>20%</td>
</tr>
</tbody>
</table>

### TOTAL EFFORT (must equal 100%)

<table>
<thead>
<tr>
<th>Hours</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Sample PAR – Links to Definitions of Activity Types**

Each activity type has a help text icon next to it. Clicking on the icon will display a pop up window with a definition of the types of activities that are included within this category.

#### Other University Activities
This category includes all university funded activities not covered above, including community service, service to professional organizations, and patient care activities that are funded through the Faculty Practice Plan.
**Sample PAR – Certification**

The final section of the PAR is the certification statement and the action buttons. Any error or warning messages (see below) generated during this automated review will be displayed in this section. The “Save Draft” button saves the data entered in the PAR and leaves the PAR open for additional data entry. The “Submit Final Survey” button locks the data and submits the PAR to Grant Accounting. Once a PAR has been submitted, it can be viewed but it cannot be changed unless a request is sent to Bob Le Sage, in Grant Accounting, to reopen the PAR. During a save or submit action, the name of the individual working the PAR will be displayed below the certification statement and this will serve as an electronic signature. The date the survey was submitted will also be noted. Although administrative staff can review and enter data into a faculty PAR, the faculty member must review and submit as final their own PAR. If this is not possible, the Departmental Executive Officer will be authorized to submit on behalf of the faculty member.
**Sample PAR – Error and Warning Message**

If there are any error or warning messages, they will be displayed as the form is auto-calculated when data is entered.

An error message will be displayed if effort does not total 100%. A PAR can be saved as draft with this message, but a PAR cannot be submitted as complete until this condition is corrected.

A warning message will be displayed if percent effort posted to a sponsored project is less than percent salary paid from the project. A warning message will also be displayed if percent effort posted to a cost sharing activity is less than percent salary paid from the cost sharing “companion” account. A PAR can be saved as draft and submitted as final without correcting the conditions that generated warning messages. A PAR submitted as final with a warning message will be flagged for review by Grant Accounting. If the condition warrants retroactive adjustments to salary distribution the Departmental PAR Coordinator will be notified. If the effort is in error, the PAR will be reopened by Grant Accounting and can be corrected and resubmitted.

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**ERROR**

Surveys containing errors may be saved in DRAFT form, but errors must be corrected before surveys can be submitted as FINAL.

* Percent Effort values must total 100 - current total is 89.

**WARNING**

If a warning condition exists, surveys may be submitted as final, but will be flagged for review by The Division of Financial Analysis staff.

* Percent effort posted to a federally sponsored activity should not be less than percent of salary charged directly to the project. If salary is in error, contact your departmental administrator.

  - account: 510-17-3215-12000-21503603-20  % salary: 12  % effort: 9
Sample PAR – Administrative Message

If necessary, Grant Accounting will attach an administrative message to a PAR if special instructions are needed to complete the PAR. As noted above, if such a message is attached, a highlighted box will appear in the upper left hand corner of the PAR. The message will always be displayed the first time the PAR is opened. It can be redisplayed at any time by clicking the admin message box at the top of the PAR. The message includes a toggle button to either display or not display the message every time the PAR is opened, and a button allowing the respondent to return to the PAR itself. A sample administrative message screen is displayed below.

Message notification bar:

![Sample message](image)

Sample message: