How to Correct Your Personnel Activity Confirmation (PAC) Report
Personnel Activity Confirmation Report

For Period: From Jan 1 2011 To May 15 2011

<table>
<thead>
<tr>
<th>PROJECT ID</th>
<th>FUND CODE</th>
<th>DEPTID</th>
<th>COLUMN A ACTUAL % OF SALARY PAID</th>
<th>COLUMN B EFFORT %</th>
<th>COLUMN C COST SHARE %</th>
<th>COLUMN D REPORTED EFFORT %</th>
</tr>
</thead>
<tbody>
<tr>
<td>31100</td>
<td>8280</td>
<td>50</td>
<td>50</td>
<td>0</td>
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<td></td>
</tr>
<tr>
<td>21226</td>
<td>8280</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>UND0010100</td>
<td>Grant A</td>
<td></td>
<td>20</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UND0010101</td>
<td>Grant B</td>
<td></td>
<td>20</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Totals 100 100 0

I HEREBY CERTIFY
(1) THAT I AM

THE EMPLOYEE NAMED ABOVE, - OR -

A RESPONSIBLE OFFICIAL HAVING FIRST HAND KNOWLEDGE OF THE WORK PERFORMED

AND

(2) THAT THE DISTRIBUTION OF EFFORT (CHANGED OR NOT CHANGED) REFLECTED ABOVE REPRESENTS A REASONABLE ESTIMATE OF ACTUAL WORK PERFORMED FOR THIS PERIOD

SIGNED DATE

If any percent needs to be changed in the Column A/Actual % of Salary Paid column, there needs to be a salary correction (retro) done to make this happen. Please keep in mind the number of pay periods that cumulate in an effort period. Also keep in mind start and end dates of projects. For example, Grant A could end in the middle of the effort period and then the 20% pay would show up as 10% pay on the effort form; however it would still represent 20% pay during the time period of Grant A.

If any percent needs to be increased on a Sponsored Fund in the Column B/Effort % column, then draw a line through the percent and write the correct percent next to it. If you increase in one spot it also needs to be decreased on a non-sponsored funding source in another spot.

If any percent needs to be decreased on a Sponsored Fund in the Column B/Effort % column, then the effort would be less than the pay on the sponsored project and it would mean Column A would need to be changed also and the salary correction mentioned above would need to be processed.

Please see Grants Management for any questions you have on your Personnel Activity Confirmation Forms.