

## **BUDGETING PERSONNEL ACTIVITY REPORTS (PAR) ADJUSTMENTS**

A personnel activity report (PAR) is required to certify the actual percentage of time and effort expended for an activity and/or project for selected monthly employees. Whenever the actual percentage of time and effort reported on the PAR varies from the amount paid on the regular payroll, a journal entry is generated automatically and charged or credited to the appropriate account. It is the responsibility of the account administrator to process a budget amendment in those situations where the PAR distribution of personal services affects a significant net change. However, a budget amendment will not be necessary if the effort of the individual employee over several reporting periods is expected to be offsetting, resulting in an insignificant net change.

Whenever it is necessary to process a budget amendment, it will also be necessary to include a personnel report. The amounts shown in the payroll authorization columns of the personnel report for previous months should include the net of the amount paid on the payroll voucher and the PAR adjustment. Payroll authorization amounts for future months should reflect the amount that will be paid on the payroll voucher.

Budget amendments will be generated automatically when a PAR adjustment is made between 1025GRXXXXXX and 1021CRXXXXXX account numbers that have the same department number. A budget amendment will be created with off-setting entries to the departmental research and research cost sharing accounts in the amount of the PAR adjustment. Therefore, it will not be necessary to submit personnel reports, PAR schedules, or budget amendments to adjust the budget to reflect these PAR adjustments. A copy of the automatically generated amendment will be sent to the department at month-end.

For more information on PAR's click here:

<http://www.busfin.uga.edu/accounting/pars.ppt>