

Navajo Nation Indirect Cost Tracking

Executive and Judicial Branch PERSONNEL ACTIVITY REPORT (PAR)

1. The Personnel Activity Report (PAR) is in Microsoft Excel format and is intended to be completed electronically with a hard-copy printed and signed at the end of the payroll period. Although an electronic template of the PAR will be available from OMB-Office of Contracts & Grants Section, it is recommended that a blank template be saved on your computer.
2. The formula cells of the PAR template are locked and password protected. There should be no reason to unlock the formula cells.
3. A new PAR should be commenced at the start of each payroll period. Enter the payroll start date using a xx/xx/xxxx format in cell N4. The individual days and dates for the payroll period will automatically transfer to cells B6-O6.
4. Enter your Division in cell A1. Enter your Name in cell A4. Enter your Position Title in cell A6.
5. In cells A10 through A21 under the Direct Services Programs section, list the Departments or Offices within your Division that provide direct services to beneficiaries and that you provide services to. It is likely that you will not use all the cells. It is recommended that you save this information as part of your template.
6. In cells A28 through A35 under the Support Services Programs section, list the Departments or Offices within your Division that provide support services to programs within your Division and that you provide services to. It is likely that you will not use all the cells. It is recommended that you save this information as part of your template.
7. For each day of the week that you work, enter the number of hours in quarter hour increments that you provide services for each of the Departments or Offices listed under the Direct Services Program section. Do the same for each of the Departments or Offices listed under the Support Services Program section. You do not need to enter a zero when you do not provide any services to a Department or Office.
8. For each day of the week that you work, enter the total number of hours in quarter hour increments that you provide non-indirect or unallowable services in rows 41 and 42 under the Non-Indirect Services Activities section. You do not need to separate Non-Indirect Services by Department or Office.

9. At the end of the payroll period, print out and sign a hard-copy of your PAR. Your supervisor is also required to sign the PAR.
10. Your signed PAR should be submitted to the person in your Division responsible for compiling the Division's Quarterly PAR Summary.
11. If you have any questions about the PAR, including what to include, please contact the Navajo Nation Department of Justice and OMB-Office of Contracts & Grants at IDC@navajo.org.