

Navajo Nation Indirect Cost Tracking

Standing Committee PERSONNEL ACTIVITY REPORT (PAR-SC)

1. The Personnel Activity Report - Standing Committee - (PAR-SC) is intended to be compiled by Legislative Staff to track the Indirect Services provided by each Standing Committee.
2. The PAR-SC 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-SC will be available from OMB-Office of Contracts & Grants Section, it is recommended that a blank template be saved on your computer.
3. The formula cells of the PAR-SC template are locked and password protected. There should be no reason to unlock the formula cells.
4. A new PAR-SC should be commenced at the start of each payroll period. Enter the payroll start date using a xx/xx/xxxx format in cell AN4. The individual days and dates for the payroll period will automatically transfer to the applicable cells in row 6.
5. Enter the Committee title in cell A1.
6. In cells A10 through A21 under the Direct Services Programs section, list the Departments or Offices over which the Committee exercises oversight authority that provide direct services to beneficiaries. It is likely that you will not use all the cells. It is recommended that you save this information to the PAR-SC template.
7. In cells A29 through A36 under the Support Services Programs section, list the Departments, Offices, or Commissions/Committees/Boards over which the Committee exercises oversight authority that provide support services to other central government programs and that do not provide direct services to beneficiaries. It is likely that you will not use all the cells. It is recommended that you save this information to the PAR-SC template.
8. For each payroll period that the Committee provided services that benefit a specific program falling under the Direct Services Program section, on that program's row, enter the total number of hours in quarter hour increments that the Committee provided such service during the payroll period. Do the same for each of the Departments, Offices, or Commissions/Committees/Boards listed under the Support Services Program section. If the Committee provided services that benefit more than one Department, Office, or Commission/Committee/Board, enter the appropriate information on the Multiple Programs row under either the Direct Services Program or Support Services Program section. You do not need to separately list the multiple programs affected. You also do not need to enter a zero when the Committee does not provide any services to a Department, Office, or Commission/Committee/Board.

9. For each day of the week that a Committee member provides non-indirect or unallowable services, for example, debating and acting on legislation, enter the number of Committee members providing such service in the column titled “# of Delegates” and the number of service hours in quarter hour increments in the column titled “Hours per Delegate” under the Non-Indirect Services section. You do not need to separate Non-Indirect Services by Departments, Offices, or Commissions/Committees/Boards. Do not record time that a Committee member spends providing services to constituents or attending non-central government functions such as chapter meetings.

For the legislative portion of Council and Committee meetings, record morning session attendance and length separate from afternoon session attendance and length. It can be presumed that on average the members in attendance at the beginning of a session are in attendance at the end of the session.

9. At the end of the payroll period, print out and sign a hard-copy of the PAR-SC. Your supervisor is also required to sign the PAR-SC. The PAR-SC is formatted to print on legal size paper.
10. The signed PAR-SC should be submitted to the person in the Legislative Branch responsible for compiling the Committee’s Standing Committee Quarterly PAR.
11. If you have any questions about the PAR-SC, including what to include, please contact the Navajo Nation Department of Justice and OMB-Office of Contracts & Grants at IDC@navajo.org.