

How to Open and Complete Your Monthly Personnel Activity Report

- Go to <https://hrd.aps.edu/workspace/>
- Log in as a Current APS Employee on the right hand side of the screen. Using your employee user account (e + employee ID and password)

ALBUQUERQUE PUBLIC SCHOOL DISTRICT
Expect Great Things!
PO Box 25704, Albuquerque, NM 87125 (505)880-3700

Welcome to the Albuquerque Public Schools WinOcular WorkSpace

Login:
User ID:
Password:

Forgot your login information? Click [here](#).

New User?
Click [here](#) to register.

Current APS Employee? Login here using your employee user account (e + employee ID and password):
Username:
Password:

- In the section **SmartForms**, click on the link titled [Time and Effort: Monthly Personnel Activity Report](#) (you may see more than one form, since these are sent each month)

home | logout | help

Impersonating 'Joe Sample' PID:50892

ALBUQUERQUE PUBLIC SCHOOLS

WinOcular WorkSpace

Announcements
Welcome to the Albuquerque Public Schools application portal.
All applicants, including volunteers, should select "add new application" below to create an online application.
Important information for VOLUNTEER applicants:

- Volunteer background checks are valid for two years. If your background check has been completed within this timeframe, it is not necessary to reapply.
- The volunteer application and volunteer clearance IS NOT VALID for volunteer coaching positions

Notifications
No current notifications

Manage Documents

SmartForms
Forms recently assigned to you:
[Time and Effort: Monthly Personnel Activity Report](#)
Assigned: 09/20/2017 02:48 PM

- Open the contract by clicking on [Time and Effort: Monthly Personnel Activity Report](#)

Time and Effort: Monthly Personnel Activity Report

Forms / Actions:

[Time and Effort: Monthly Personnel Activity Report](#) ■

Status: No changes made

WORK PERFORMED RELATED TO FEDERAL FUNDING SOURCE: Use this section to report work performed related to federal

- Select a Position from the dropdown menu
- Select Work Performed and type in the Percentage of Time you worked for the month (i.e. 50 if you performed that type of work 50% of the time)
- If appropriate, make additional selections in Work Performed and type in a Percentage of Time for the month



Time and Effort: Monthly Personnel Activity Report

Reporting Period: **August 2017**

Task ID: **00039625**

Employee Name: **JOE SAMPLE**

Employee #: **123456**

Location: **252-East San Jose Elementary**

Supervisor/Principal Name: **DOROTHY CHAVEZ**

Supervisor/Principal #: **119758**

Please note that Monthly Personnel Activity Reports are required for staff paid from a federal funding source. During the month shown above, my responsibilities were divided between the following activities in the percentage shown.

CURRENT FUNDING AND FTE ALLOCATION

DO NOT INCLUDE WORK PAID THROUGH DIFFERENTIALS OR ON TIMESHEETS

Company Code	Description	Grant Program	CFDA #	FTE	Percentage
1100	Operational	11000-102	84.0100	.50	83.00
2401	TITLE I - Public Schools	24101-101	84.0100	.10	17.00
TOTAL				.60	100.00

WORK PERFORMED RELATED TO FEDERAL FUNDING SOURCE

Position:

Use this section to report work performed related to federal funding sources. The percentage reported here shall be the time actually spent performing the duties allowable under Federal Funding (Company codes: 2401, 2406, 2499 and/or 2599). These percentages MAY or MAY NOT match percentages in current funding and FTE allocation section, this is actual work performed.

Work Performed	Percentage of Time
<input type="text" value="Direct Classroom Instruction"/>	<input type="text" value="15"/>
<input type="text" value="Data Discussion"/>	<input type="text" value="2"/>
<input type="text" value="<No Selection>"/>	<input type="text"/>

WORK PERFORMED (NOT RELATED TO FEDERAL FUNDING SOURCE):

Use this section to report work performed that cannot be tied to a federal funding source.

- Select a Position from the dropdown menu
- Select Work Performed and type in a Percentage of Time for the month (i.e. 50 if you performed that type of work 50% of the time)
- If appropriate, make additional selections in Work Performed and type in the Percentage of Time for the month

WORK PERFORMED (NOT RELATED TO FEDERAL FUNDING SOURCE)

Position:

Use this section to report work performed that cannot be tied to a federal funding source.



Work Performed	Percentage of Time
<input type="text" value="Direct Classroom Instruction"/>	<input type="text" value="80"/>
<input type="text" value="Providing Intervention"/>	<input type="text" value="3"/>
<input type="text" value="<No Selection>"/>	<input type="text"/>
<input type="text" value="<No Selection>"/>	<input type="text"/>
<input type="text" value="<No Selection>"/>	<input type="text"/>
OTHER: <input type="text"/>	<input type="text"/>
Other Funding Source Subtotal %	
	<input type="text" value="83"/>

- The Funding Source table will automatically populate from the tables above it
- Type your name in the box
- Scroll to the bottom and click complete

Funding Source	Percentage of Time
Federal Funding Source Subtotal %	17
Other Funding Source Subtotal %	83
TOTAL %	100




Time and Effort: Monthly Personnel Activity Report

By typing my name, I certify that the information provided is correct.

Employee Signature:  Date:  (MM/DD/YYYY)

- **This Activity Log must be on file in the District Grant Management Office at the end of reporting period.**
- **Failure to return all forms may result in loss of Federal funding.**

If you have any questions or feel that you received this form in error, you may contact Grant Management at 505-880-3778 or at grantmanagement@aps.edu

- Once there is a green check mark under each form, the forms are ready to flow to the next step.   
- If you would like a hard copy, click on either the print icon or the PDF icon and then return to the previous screen.
- Click on the [Send to Supervisor](#)

Time and Effort: Monthly Personnel Activity Report

Forms / Actions:

Time and Effort: Monthly Personnel Activity Report Status: Ready to flow   

Flows:

[Send to Supervisor](#) 

[Cancel and return to grants managment](#)