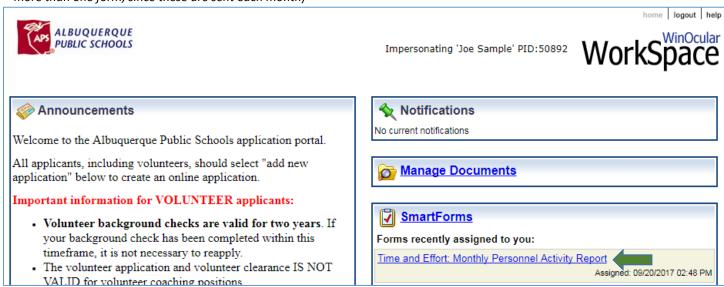
How to Open and Complete Your Monthly Personnel Activity Report

- 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)



• In the section **SmartForms**, click on the link titled <u>Time and Effort: Monthly Personnel Activity Report</u> (you may see more than one form, since these are sent each month)



Open the contract by clicking on Time and Effort: Monthly Personnel Activity Report



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

Supervisor/Principal Name: DOROTHY CHAVEZ

Location: 252-East San Jose Elementary

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: Teacher/Resource Teacher ▼ ◀

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		
Direct Classroom Instruction ▼		15	
Data Discussion ▼		2	
<no selection=""> ▼</no>			

WORK PERFORMED (NOT RELATED TO FEDERAL FUNDING

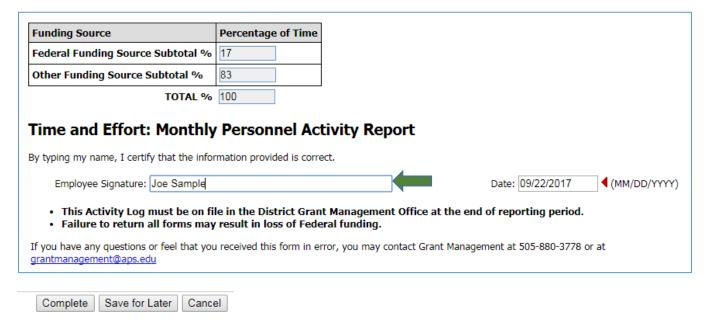
SOURCE): Use this section to report work performed that cannot be tied to a federal funding source.

- 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: Teacher/Resource Teacher ▼ Use this section to report work performed that cannot be tied to a federal funding source. **Work Performed** Percentage of Time

Direct Classroom Instruction ▼	80		
Providing Intervention ▼	3		
<no selection=""> ▼</no>			
<no selection=""> ▼</no>			
<no selection=""> ▼</no>			
OTHER:			
Other Funding Source Su	btotal %	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



- 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**

