

GEORGIA SOUTHWESTERN STATE UNIVERSITY
 Payroll Distribution – Activity Record

In compliance with Section J. 6.C. of the Office of Management and Budget Circular A-21, all employees who receive salary payments for work done on a federally sponsored program must complete the following Activity Record. If in any given month all or part of the salary earned is from a US Government grant, this form must be completed and forwarded to the Business Office. Please complete one form per month per grant.

Grant Name:

Month:

Year

Week Beg/Ending	(a) Total Hrs worked	(b) Hrs directly related to grant	(c) % of time allocated Fed Grant (b)/(a)
Totals			

I hereby certify that to the best of my knowledge, the above information is correct.

Employee Name (Print)

Employee Signature

Date

Supervisor's Signature

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