



# Personnel Activity Reports (PARs)

***Keri Tweed, CPA***

***Sponsored Program Accounting***

# THE PAR

PAR1010S-1 11/05/2007 11:04  
DEPT ACCT NO: 107450000  
DEPT NAME: HISTORY

LOUISIANA STATE UNIVERSITY  
PERSONNEL ACTIVITY REPORT

PAR PD 5 PAGE 397  
CERTIFICATION FOR PERIOD  
FROM 07/01/2007 THRU 09/30/2007

NAME/ID	ACT(1) NO	TYPE	LEDGER ACCOUNT	OBJ	SALARY DISTRIBUTION	WORKLOAD(2) %DISTRIBUTION	CORRECTED WORKLOAD(3) %DISTRIBUTION	COST SHARING ACCT NBR
LAST NAME, FIRST	1	R	107-45-0000	1110	32,106.24	95.39		
PAYTYPE: 1	2	R	107-45-6003	1110	1,550.01	4.61		
LSU_ID: XXX-XX-XXXX	3	D	DEPT ADMIN					
	4							
	5							
	6							
					33,656.25	100.00	100.00	

DEPARTMENTAL ADMINISTRATION CHECK LIST

<input type="checkbox"/> SUPRV OR MANAG ACTIVITIES	<input type="checkbox"/> PREP CONT & GRANTS PROPOSALS	<input type="checkbox"/> COMMITTEE
<input type="checkbox"/> ADMIN PERSNL POLICIES (INCLUDES PAR REVIEW)	<input type="checkbox"/> PREP OR REVIEW OF PAYR/PERS DOC	<input type="checkbox"/> A. GENL POLICY OR EXECUTIVE
<input type="checkbox"/> FAC WORKLOAD ASSIGN (PREPARATION OR REVIEW)	<input type="checkbox"/> SPACE MANAGEMENT	<input type="checkbox"/> B. SEARCH OR PROF RANK HIRING
<input type="checkbox"/> PREP OR REVIEW OF BUDGET	<input type="checkbox"/> PROPERTY CONTROL	<input type="checkbox"/> C. CURRICULUM
<input type="checkbox"/> PURCH & CHECK REQ (PREP OR REVIEW)	<input type="checkbox"/> ADMIN DEPT BUDGETS	<input type="checkbox"/> D. FACULTY SENATE
	<input type="checkbox"/> OTHERS (SPECIFY)	<input type="checkbox"/> E. OTHER (SPECIFY)

- (1) ACTIVITY TYPES: R/REGULAR ACCOUNT #, D/DEPT ADMIN, C/COST SHARING.  
(2) DERIVED FROM CURRENT PERSONNEL FORM.  
(3) COMPLETE THIS COLUMN IF THERE WAS A CHANGE TO WORKLOAD DISTRIBUTION DURING THIS REPORTING PERIOD.

I OR MY SUPERVISOR HAVING FIRST-HAND KNOWLEDGE OF THE ABOVE EMPLOYEE'S/EMPLOYEES' WORK CONFIRM THAT THIS DISTRIBUTION REPRESENTS A REASONABLE APPORTIONMENT OF THE WORK PERFORMED BY THE EMPLOYEE(S) DURING THIS REPORTING PERIOD.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR Supervisor DATE 11/10/2007

PLEASE RETURN COMPLETED FORM TO : PAR DESK / ACCOUNTING SERVICES 204 THOMAS BOYD HALL.

# Importance of PARs

- Required federal regulations mandated by the Office of Management and Budget's (OMB) Circular A-21
- Circular A-21 establishes principles for determining costs applicable to Federal grants, contracts, and other agreements with educational institutions. Accounting practices of individual colleges and universities must 1) support the accumulation of costs as required by the Circular and 2) provide adequate documentation of charges to sponsored agreements.

# Importance of PARs



- Confirm after the fact that employee's workload distribution and earnings that should have been paid (based on personnel forms in effect at the time the PAR is generated) reasonably represents employee's actual workload distribution
- Salary is the largest expenditure at LSU
- Document salary cost sharing

# Importance of PARs



- Financial Accounting and Reporting (FAR) uses PAR information when preparing the F&A rate proposal
- Budget and Planning also relies on PAR information when preparing the HERD (Higher Education Research & Development) Survey (formerly called the NSF Survey)

# Who Receives a PAR?

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- Graduate assistants, fiscal employees, and academic salary employees working in academic units and centers
- Employees working on sponsored agreements
- Classified employees do NOT receive a PAR unless working on a sponsored agreement

# Who Receives a PAR?



- Manual PARs must be created for classified employees who are cost sharing to a sponsored agreement
- Students and contingent/transient employees do NOT receive PARs because their timesheets are an auditable method of documenting time and effort

# PAR Types/Periods

## ➤ Fiscal PARs

- Four fiscal PAR periods which reflect three months of salary
- Identified as PAR periods 5, 6, 7, and 8
- Distributed quarterly

## ➤ Academic PARs

- Three academic PAR periods that each correspond with an academic semester
- Identified as PAR periods 1, 2, and 3
- Distributed after the end of each semester

# PAR Types/Periods

## ➤ Wage PARs

- Twelve wage PAR periods; each represents four weeks of pay, with the exception of two PAR periods that represent six weeks of pay
- Identified as PAR periods A – L
- Distributed six times a year, two at a time

**PAR Due Dates  
FY 2012-2013**

PAR	Period	PAR Dates	Initiation Date	Due Date
-----	--------	-----------	-----------------	----------

WAGE				
A	01W	07/01/12 - 07/13/12	10/29/12	11/26/12
B	02W	07/14/12 - 08/24/12	10/29/12	11/26/12
C	03W	08/25/12 - 09/21/12	11/12/12	12/03/12
D	04W	09/22/12 - 10/19/12	11/12/12	12/03/12
E	05W	10/20/12 - 11/16/12	01/07/13	01/28/13
F	06W	11/17/12 - 12/14/12	01/07/13	01/28/13
G	07W	12/15/12 - 01/11/13	03/04/13	03/25/13
H	08W	01/12/13 - 02/08/13	03/04/13	03/25/13
I	09W	02/09/13 - 03/22/13	05/13/13	06/03/13
J	10W	03/23/13 - 04/19/13	05/13/13	06/03/13
K	11W	04/20/13 - 05/17/13	07/08/13	07/29/13
L	12W	05/18/13 - 06/30/13	07/08/13	07/29/13

FISCAL				
5	01F 02F 03F	07/01 - 09/30/12	10/29/12	11/26/12
6	04F 05F 06F	10/01 - 12/31/12	01/28/13	02/25/13
7	07F 08F 09F	01/01 - 03/31/13	04/29/13	05/27/13
8	10F 11F 12F	04/01 - 06/30/13	07/29/13	08/26/13

ACADEMIC				
1	03A- 06A	08/13 - 12/14/12	02/04/13	03/04/13
2	07A- 11A	01/08 - 05/17/13	07/15/13	08/12/13
3	01A- 02A	05/18 - 08/XX/13	09/30/13	10/28/13

# Certifying PARs

- Department must ensure that each person employed during the PAR period has received a PAR
- If a PAR is missing, contact the PAR Analyst at 8-1430
- Sign AND date in blue or black ink; should be signed by either the employee or someone with firsthand knowledge of all the employee's activities; EXCEPTION: GA PARs must be signed by the supervisor of each account shown

# Certifying PARs

- Document cost sharing on the PAR if employee has committed cost sharing to a project
- Department administration percentage must be documented on the Dept Admin line of the PAR
- Supervisors of separated employees must certify the PAR

# Certifying PARs

- If workload distribution does not represent a reasonable apportionment (within 5% deviation) of employee's activities, a corrected personnel form must be completed; attach copy to PAR
- Once a PAR is certified, retroactive personnel forms should NOT be processed. On the RARE occasion that there is a retro form, the PAR must be recertified.

# Certifying PARs

- All PAR contacts should have view access to the PAR system on mainframe as well as access to the reporting tools mentioned in this presentation. Access can be requested via the “Security Access Request” link, which is under “Financial Services” on myLSU.

# Certifying PARs

- Fund End Date (under the Professional Specific Data section of the HRS Header page)
  - If there is a fund end date on HRS, and that date is earlier than the last day of the PAR period, then a PAR will either not be generated or will generate with the incorrect total.
  - Salary encumbrance on ledger will be incorrect
  - Cost transfers for salaries will not be created

# Certifying PARs

- A change in source of funds is required to extend or change the employee's funding once the fund end date is reached.
- There is a reporting tool available to monitor the fund end date and identify which employees require a change in source of funds. The report title is "Control Date Report" and it is under the "Personnel Reports" section of Reporting Tools.



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09/08/2011 09:44:54 AM

### PAWS News ::

#### NEWS

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#### ACADEMIC CALENDAR

09/08/2011	Final date for submitting to Graduate School requests for final exams (comprehensive exam, thesis/dissertation defense) for degrees to be awarded at fall commencement
09/08/2011	Final date for submitting to Graduate School general examination results for the doctorate to be awarded at spring commencement
10/03/2011	Fall mid-semester exams
10/04/2011	Fall mid-semester exams
10/05/2011	Fall mid-semester exams
10/06/2011	Fall mid-semester exams
10/07/2011	Fall mid-semester exams
10/08/2011	Fall mid-semester exams
10/11/2011	Mid-semester grades due
10/13/2011	Fall Holiday
10/14/2011	Fall Holiday

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Browser window showing a report catalog at <https://reporting.lsu.edu:8443/SASStoredProcess/do>. The browser tabs include "Home - myLSU", "SAS Output", and "HRS FORM REQ".

The report catalog is organized into categories with a list of reports. The "Control Date Report" is highlighted with a yellow box.

Category	Report Name	Description
Research Reporting	Sponsored Programs Submitted Activity	Sponsored Programs Submitted Activity
	Sponsored Agreements Expenditure Report	Sponsored Agreements Expenditure
	Gifts and Private Sponsor Agreements	Gifts and Private Sponsor Agreements
Foundation Ledgers	LSU Foundation Summary Ledgers	Summary ledgers by account for LS
	LSU Foundation Cumulative Subsidiary Detail	Detail ledger transactions by account
Accounts Receivable	Exemption/Cash Award Activity Report	Exemption/Cash Award Activity for c
	Accounts Receivable Transaction Activity Report	Accounts Receivable transaction ac
Personnel Reports	Supervisory Report	Supervisory hierarchy for selected L
	Payroll Distributions by LSUID	Payroll Expenditures by LSUID.
	Payroll Distributions by Account	Payroll Expenditures by account/obj
	Payroll Check Dump	Detail payroll voucher information.
	Payroll Account History	Payroll account history for selected
	Missing Requirements Report	Missing Requirements Report.
	HRS Personnel Search	HRS Personnel Search by Account,
	Employee Verification by LSU ID or PAWS ID	Employee Search by LSU ID or PAW
	ETA Dump	Detail of overtime for wage employe
	<b>Control Date Report</b>	Control Date Report.
	Add Comp for Selected Department by FY	Add Comp for Selected Department
Administrative Reports	Security Function Search by Supervisee(s), Department, or College	List of user function access for requ

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https://reporting.lsu.edu:8443/SASStoredProcess/input/FS?LSU Home - myLSU SAS Output HRS FORM REQ

File Edit View Favorites Tools Help

Convert Select

# Employees with Control Dates within Selected Range

Report Parameters

\*BEG DATE:

(Example: 01JAN2011)

\*END DATE:

(Example: 01JAN2011)

DATE TYPE:

ALL TYPES

HOME DEPT CODE:

or

COLLEGE:

Employee type:

ALL TYPES

\* Output Format:

HTML

\* Indicates a required field.

Submit

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https://reporting.lsu.edu:8443/SASStoredProcess/input/FS?

Warning! Due to i...

SAS Output

HRS FORM REQ

Home

Star

Settings

FileEditViewFavoritesToolsHelp

ConvertSelect

# Employees with Control Dates within Selected Range

Report Parameters

\*BEG DATE:

(Example: 01JAN2011)

01MAR2013

\*END DATE:

(Example: 01JAN2011)

31MAR2013

DATE TYPE:

FUND

HOME DEPT CODE:

or

COLLEGE:

Employee type:

ALL TYPES

\* Output Format:

HTML

\* Indicates a required field.

Submit

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**EMPLOYEES WITH CONTROL DATES WITHIN SELECTED RANGE****PERSONNEL ACTION FORMS REQUIRED BEFORE SELECTED DATE**

EMPL NAME	LSU ID	EMPL TYPE	DEPT	PAY BASIS	DATE TYPE	DATE
	89XXXXXXX	T	96358	75	FUND	29-Mar-13
	89XXXXXXX	P	36020	21	FUND	31-Mar-13
	89XXXXXXX	F	94022	22	FUND	31-Mar-13
	89XXXXXXX	L	12710	21	FUND	31-Mar-13
	89XXXXXXX	G	12710	91	FUND	2-Mar-13
	89XXXXXXX	F	11580	11	FUND	31-Mar-13
	89XXXXXXX	L	94014	21	FUND	31-Mar-13
	89XXXXXXX	F	31000	21	FUND	31-Mar-13
	89XXXXXXX	T	96366	75	FUND	31-Mar-13
	89XXXXXXX	L	94014	21	FUND	3-Mar-13
	89XXXXXXX	C	11520	31	FUND	31-Mar-13
	89XXXXXXX	P	17010	25	FUND	31-Mar-13
	89XXXXXXX	S	95011	70	FUND	31-Mar-13
	89XXXXXXX	F	25510	18	FUND	14-Mar-13
	89XXXXXXX	T	96366	75	FUND	31-Mar-13
	89XXXXXXX	P	16501	21	FUND	31-Mar-13
	89XXXXXXX	T	16705	75	FUND	1-Mar-13
	89XXXXXXX	G	12710	91	FUND	1-Mar-13
	89XXXXXXX	L	94038	21	FUND	31-Mar-13
	89XXXXXXX	F	12410	21	FUND	31-Mar-13
	89XXXXXXX	P	19274	21	FUND	4-Mar-13
	89XXXXXXX	L	90102	29	FUND	2-Mar-13

# Certifying PARs

- Control Date report should be run using a 1/1/12 – 3/31/13 date range to “catch up” on any employees needing a change in source of funds
- After initial “catch up,” run report monthly
- Check for breaks in service. There should be no break between the current fund end date and subsequent effective date.

# Tools Available for Certifying PARs with Cost Sharing

- Record of Grant Establishment (RGE): cost sharing commitments are recorded on the RGE
- Cost sharing letter: A cost sharing letter is distributed to the departmental contact with the RGE and Cost Sharing Detail by Account. These documents should be reviewed by appropriate departmental personnel and the PI. The PAR Analyst should be notified if any errors are noted.

# Tools Available for Certifying PARs with Cost Sharing

- Cost Sharing Detail Reports on Reporting Tools:
  - Salary cost sharing commitments entered on CSC screen in mainframe; CSC feeds commitments to the Cost Sharing Detail Reports on Reporting Tools
  - Two types of Detail Reports: 1.) by account number and 2.) by LSU ID
  - Detail Reports show commitments as well as documented cost sharing (pulled from PAR system)

Browser window showing the LSU Reporting Tools interface. The URL is <https://reporting.lsu.edu:8443/SASStoredProcess/do>. The page displays a table of reports categorized by Research Accounting, Research Reporting, and Personnel Reports. The report "Cost Sharing Detail by LSU ID" is highlighted.

REPORT CATEGORY	REPORT	DESCRIPTION
Research Accounting	SPA Combined Ledger	SPA Combined Ledger.
	Outstanding PAR Report	Outstanding PAR's by Dept or College.
	Grant/Contract Account Information	Grant/Contract Account Information
	Cost Sharing Detail by LSU ID	Cost Sharing Detail by LSU ID.
	Cost Sharing Detail by Account	Cost Sharing Detail by Account.
	Cost Sharing Detail Expiration Report	Cost Sharing Detail Expiration Report.
	Accounts Receivable History for Sponsored Agreement	Accounts Receivable History for Sponsored Agreement.
Research Reporting	Sponsored Programs Submitted Activity	Sponsored Programs Submitted Activity.
	Sponsored Agreements Expenditure Report	Sponsored Agreements Expenditure Report by
	Gifts and Private Sponsor Agreements	Gifts and Private Sponsor Agreements.
Personnel Reports	Supervisory Report	Supervisory hierarchy for selected LSUID.
	Payroll Distributions by LSUID	Payroll Expenditures by LSUID.
	Payroll Distributions by Account	Payroll Expenditures by account/object.
	Payroll Check Dump	Detail payroll voucher information.
	Payroll Account History	Payroll account history for selected SSN/LSUID.

## Cost Sharing Detail by LSUID

### Report Parameters

LSUID:

or

HOME DEPARTMENT  
CODE:

or

COLLEGE CODE:

\* Output Format:

\* Indicates a required field.

## COST SHARING DETAIL

DEPT CODE	NAME	LSU ID	ACCOUNT	CS TYPE	BEGIN DATE	EXPIRE DATE	COST SHARE COMMITMENT AMOUNT	COST SHR PCNT COMMITTED	COST SHARE RECORDED	PCNT DOCUMENTED	COST SHR ACCOUNT	OBJ	PAR PD	FISC YEAR
			--		--	--	--	--	--	--	--	--	--	--
94026	Doe, John	89XXXXXXX	9402651XX	S	14-Jul-2006	14-Jul-2011	2,598.00	0.00	.	.				
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	316.29	2.00	940260100	1110	5	2007
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	316.29	2.00	940260100	1110	6	2007
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	316.29	2.00	940260100	1110	7	2007
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	318.04	2.00	940260100	1110	8	2007
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	343.77	2.00	940260100	1110	5	2008
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	343.77	2.00	940260100	1110	6	2008
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	343.77	2.00	940260100	1110	7	2008
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	343.77	2.00	940260100	1110	8	2008
		89XXXXXXX		S	14-Jul-2006	14-Jul-2011	.	.	361.25	2.00	940260100	1110	6	2009
							2,598.00		3,003.24					
		89XXXXXXX	9402651XX	S	15-May-2008	14-May-2011	0	18.00	.	.				
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	1,546.99	9.00	940260100	1110	8	2008
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	6,502.41	36.00	940260100	1110	6	2009
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,251.21	18.00	940260100	1110	7	2009
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,251.21	18.00	940260100	1110	8	2009
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,525.26	18.00	940260100	1110	5	2010
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,525.26	18.00	940260100	1110	6	2010
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,525.26	18.00	940260100	1110	7	2010
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,525.26	18.00	940260100	1110	8	2010
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	7,050.51	36.00	940260100	1110	6	2011
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	3,525.26	18.00	940260100	1110	7	2011
		89XXXXXXX		S	15-May-2008	14-May-2011	.	.	1,762.63	9.00	940260100	1110	8	2011
							0.00		40,991.26					
							2,598.00		2,598.00					
							2,598.00		43,994.50					

# Cost Sharing Type Key

Cost Sharing Type Key			
<b>A</b>	F&A	<b>N</b>	Non-Salary
<b>B</b>	Fringe Benefits	<b>O</b>	Other Agreement
<b>F</b>	Foundation	<b>S</b>	Salaries
<b>G</b>	GA FB	<b>T</b>	Tuition Remission
<b>I</b>	In Kind	<b>U</b>	Unrecovered F&A
<b>K</b>	SUBCONTRACT	<b>Z</b>	OTHER

Browser window showing the LSU Reporting Tools interface. The URL is <https://reporting.lsu.edu:8443/SASStoredProcess/do>. The page displays a table of reports categorized by Research Accounting, Research Reporting, and Personnel Reports. The report "Cost Sharing Detail by Account" is highlighted.

REPORT CATEGORY	REPORT	DESCRIPTION
Research Accounting	<a href="#">SPA Combined Ledger</a>	SPA Combined Ledger.
	<a href="#">Outstanding PAR Report</a>	Outstanding PAR's by Dept or College.
	<a href="#">Grant/Contract Account Information</a>	Grant/Contract Account Information
	<a href="#">Cost Sharing Detail by LSU ID</a>	Cost Sharing Detail by LSU ID.
	<a href="#">Cost Sharing Detail by Account</a>	Cost Sharing Detail by Account.
	<a href="#">Cost Sharing Detail Expiration Report</a>	Cost Sharing Detail Expiration Report.
Research Reporting	<a href="#">Accounts Receivable History for Sponsored Agreement</a>	Accounts Receivable History for Sponsored Agreement.
	<a href="#">Sponsored Programs Submitted Activity</a>	Sponsored Programs Submitted Activity.
	<a href="#">Sponsored Agreements Expenditure Report</a>	Sponsored Agreements Expenditure Report by
	<a href="#">Gifts and Private Sponsor Agreements</a>	Gifts and Private Sponsor Agreements.
Personnel Reports	<a href="#">Supervisory Report</a>	Supervisory hierarchy for selected LSUID.
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	<a href="#">Payroll Distributions by Account</a>	Payroll Expenditures by account/object.
	<a href="#">Payroll Check Dump</a>	Detail payroll voucher information.
	<a href="#">Payroll Account History</a>	Payroll account history for selected SSN/LSUID.

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## Cost Sharing Detail by Account

### Report Parameters

*\*Enter one of the following:*

ACCOUNT:

DEPT:

CAMPUS:

\*COST SHARE TYPE:

\* Output Format:

\* Indicates a required field.

*COST SHARING DETAIL*

*BY SPONSORED AGREEMENT*

ACCOUNT --	C S TYP --	BEGIN DATE --	EXPIRE DATE --	EMPL NAME --	LSU ID --	COST SHARE COMMITMENT AMOUNT --	COST SHR PCNT COMMITTED --	COST SHARE RECORDED --	PCNT DOCUMENTED --	COST SHR ACCOUNT --	OBJ --	PAR PD --	FISC YEAR --
1671851XX	S	1-Feb-10	31-Jan-12	Doe, John	89XXXXXXX	9,750.00	0	.	.				
	S	1-Feb-10	31-Jan-12			.	.	5,187.63	25	167050100	1110	8	2010
	S	1-Feb-10	31-Jan-12			.	.	4584.06	13.5	167050100	1110	1	2011
						9,750.00		9,771.69					

# Quick Tips for Certifying PARs with Cost Sharing

- Departmental personnel should use the tools available to identify cost sharing commitments
- Must cost share from like functions
  - Example: If the sponsored project is research (“1” in the seventh digit of the account number), then the cost sharing must come from 0100 funds.

# New Procedures for Ensuring LSU's Compliance with A-21 & University Policies

- Step 1: PARs are distributed and should be certified and returned to SPA by the due date.
- Step 2: After the PAR due date has passed, the PAR Analyst will initiate an email to all departmental PAR contacts who have outstanding PARs.
  - email will reference the “Outstanding PAR” report on Reporting Tools
  - email will specify a due date for submitting the PARs
  - SPA Manager over PARs will be copied

# New Procedures for Ensuring LSU's Compliance with A-21 & University Policies

- Step 3: After the due date specified in step 2 has passed, the SPA Manager will initiate a second email to all departmental PAR contacts who still have outstanding PARs.
  - email will reference the “Outstanding PAR” report on Reporting Tools
  - email will specify a due date for submitting the PARs
  - SPA Director and Department Head will be copied

# New Procedures for Ensuring LSU's Compliance with A-21 & University Policies

- Step 4: After the due date specified in step 3 has passed, the SPA Director will initiate a third email to all departmental PAR contacts who still have outstanding PARs.
  - email will reference the “Outstanding PAR” report on Reporting Tools
  - email will specify a due date for submitting the PARs
  - Department Head, Dean, and Associate Vice Chancellor for Accounting and Financial Services will be copied

Browser window showing the LSU Reporting Tools interface. The URL is <https://reporting.lsu.edu:8443/SASStoredProcess/do>. The page displays a table of reports categorized by Research Accounting, Research Reporting, and Personnel Reports. The "Outstanding PAR Report" is highlighted.

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	Cost Sharing Detail by Account	Cost Sharing Detail by Account.
	Cost Sharing Detail Expiration Report	Cost Sharing Detail Expiration Report.
	Accounts Receivable History for Sponsored Agreement	Accounts Receivable History for Sponsored Agreement.
Research Reporting	Sponsored Programs Submitted Activity	Sponsored Programs Submitted Activity.
	Sponsored Agreements Expenditure Report	Sponsored Agreements Expenditure Report by
	Gifts and Private Sponsor Agreements	Gifts and Private Sponsor Agreements.
Personnel Reports	Supervisory Report	Supervisory hierarchy for selected LSUID.
	Payroll Distributions by LSUID	Payroll Expenditures by LSUID.
	Payroll Distributions by Account	Payroll Expenditures by account/object.
	Payroll Check Dump	Detail payroll voucher information.
	Payroll Account History	Payroll account history for selected SSN/LSUID.

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https://reporting.lsu.edu:8443/SASStoredProcess/input/FS? Home - myLSU SAS Output Outstanding P...

File Edit View Favorites Tools Help

Convert Select

# Outstanding PAR's

## Report Parameters

\*FISCAL YEAR:

*\*Enter one of the following:*

DEPT:

COLL:

*Optional:*

PAR PERIOD:

LSU ID:

\* Output Format:

\* Indicates a required field.

125%

**LOUISIANA STATE UNIVERSITY**  
**SPONSORED PROGRAMS**  
**OUTSTANDING PARS FOR 127**  
**FY 2013**

DEPT	PAR PERIOD	LSUID	NAME	PAGE NO.	TYPE
12701	1	89XXXXXXX		1493	P
12701	1	89XXXXXXX		1494	P
12701	1	89XXXXXXX		1495	P
12701	5	89XXXXXXX		904	P
12701	6	89XXXXXXX		845	P
12701	6	89XXXXXXX		843	P
12701	6	89XXXXXXX		846	P
12705	1	89XXXXXXX		1497	P
12705	1	89XXXXXXX		1496	P
12705	5	89XXXXXXX		914	P
12705	5	89XXXXXXX		913	P
12705	6	89XXXXXXX		849	P
12705	6	89XXXXXXX		850	P
12705	6	89XXXXXXX		848	P
12710	1	89XXXXXXX		1513	P
12710	1	89XXXXXXX		1511	P
12710	1	89XXXXXXX		1504	P
12710	1	89XXXXXXX		1500	P
12710	1	89XXXXXXX		1506	P
12710	1	89XXXXXXX		1514	P
12710	1	89XXXXXXX		1503	P

# Training



- Training is available. Go to the “HRM Training Programs” link under “Employee Resources” on myLSU to sign up for Personnel Activity Reports (PAR).