Oregon State University OSU

Office for Sponsored Research and Award Administration

Manual Personnel Activity Report

Employee ID/Name:	
Home Org:	**Period:**

Index	Fund	Orgn.	Acct.	Prog.	Activity	Amount	Percent
Total							100.00%

If percentages above are not correct, the changes must be indicated on this form. Payroll records must also be redistributed to reflect the corrected activity.

This is to certify that the activity reported represents a reasonable estimate of the work performed and I am the employee or person having first-hand knowledge of the employee's total effort.

Printed Name

Signature

Date

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