Quick Reference Card

Use this QRC to navigate and complete the Paper Biweekly Timecard

### Pay Period

**Record hours worked here**

**Attendance and Absence codes recorded here**

**Other types of absence or attendance codes not already printed on the time card can be added to the blank slots.**

**Total time for each attendance/absence type, each week and the pay period. This should equal your total attendance/absence hours for the pay period.**

**These rows and columns are to record the cost center, order, percentage, and/or fund as appropriate to distribute effort. See your supervisor for details.**

---

**Employee signature**

---

**Supervisor signature**

---

© 2011 Purdue University

last update 1/31/2011
Instructions for Completing the Personnel Activity Report (PAR)

1. Employee Information
   - Enter Employee Name
   - Enter PUID
   - Enter OnePurdue Personnel Number (PERNR), if known
   - Enter Organizational Unit
   - Enter Pay Period Begin and End Dates (MM/DD/YY)

2. Employee Hours Worked
   - Enter Attendance/Absence Type and Code (See codes below, which are separately identified as attendance, paid absence, and unpaid absence codes)
   - Add additional codes from the listing below, if needed
   - Record time to the nearest tenth of an hour
   - Enter number of hours recorded by attendance code for Monday-Sunday of Week One
   - Verify total hours for Week One
   - Enter number of hours worked Monday-Sunday of Week Two
   - Verify total hours for Week Two
   - Verify Grand Total of all Attendance/Absence hours
   - Note: All regular employees with benefits should report paid and unpaid hours equal to their CUL%, exclusive of overtime hours
     - Examples: 100% CUL 80 biweekly hours; 75% CUL biweekly 60 hours; 50% CUL 40 biweekly hours

3. Employee Effort Distribution
   - Enter appropriate cost center, order, work breakdown structure (WBSE), percent, fund and/or grant (See your supervisor or Business Office for further information)
   - Record the distribution to the nearest WHOLE percent which reflects a reasonable allocation of the employee’s effort
   - Verify that the percentages total to 100%

4. Signatures
   - Sign your timecard, which certifies completeness and accuracy of information provided
   - Submit your timecard to your supervisor for final signature, which certifies completeness and accuracy of information provided

5. Submission (for supervisors)
   - Submit approved timecards to your appropriate Business Office or time administrator immediately after the end of the pay period
   - Note that incomplete or improper completion of the time card information could delay the employee receiving their paycheck

6. Record Retention (for Business Offices)
   - Retain records for ten fiscal years following the transaction date

<table>
<thead>
<tr>
<th>Attendance Type Codes</th>
<th>Paid Absence Type Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>BV</td>
</tr>
<tr>
<td>TR</td>
<td>FMIH</td>
</tr>
<tr>
<td>A2</td>
<td>FMPB</td>
</tr>
<tr>
<td>A3</td>
<td>FMPL</td>
</tr>
<tr>
<td>OT</td>
<td>FMSE</td>
</tr>
<tr>
<td>OT2</td>
<td>FMSF</td>
</tr>
<tr>
<td>OT3</td>
<td>FMV</td>
</tr>
<tr>
<td>TROT</td>
<td>H</td>
</tr>
<tr>
<td>PUSH</td>
<td>MPD</td>
</tr>
<tr>
<td>FN</td>
<td>OL</td>
</tr>
<tr>
<td>FO</td>
<td>PBD</td>
</tr>
<tr>
<td>CB</td>
<td>PH</td>
</tr>
<tr>
<td>SE</td>
<td>SP2</td>
</tr>
<tr>
<td></td>
<td>SPA3</td>
</tr>
<tr>
<td></td>
<td>UN</td>
</tr>
</tbody>
</table>