The online PARs system allows you to certify your work effort through a web based application. If you access the PARs site from Webraider the PARs site recognizes your eRaider name and will provide only the information applicable to you. If you directly access the site from another source, you will have to log in using your eRaider name and password.

Federal law requires that all personnel, with any part of their salary paid on a sponsored project, certify their work effort. Exempt employees must certify each semester. (September to December, January to May, and June to August.) Non-exempt employees must certify each month. PARs are available for certification the 11th day of the month following the reporting period.

Every person that generates a PAR must sign into the PARs system and either (1) certify their own PARs or (2) delegate certifications to a person with first-hand knowledge of their work efforts. Careful attention to this process is important as Federal funding may be impacted.

Delegates must have first-hand knowledge of all work performed by the employee for which they are certifying. All certifiers must maintain a reasonable means of substantiation, such as time sheets, notes, etc, and present documentation if requested by Federal auditors or other reviewers.

Certification Sections and Field Descriptions

The PAR certification page has three sections. The top section provides the following information:
- Name
- Tech ID
- Semester /month selected

The middle section, Earnings by Type and Position provides the percentage of your Institutional Based Salary (IBS) with the following information:
- Position
- Earnings Type
- Percent

Institutional Based Salary (IBS) can be identified as the amount of compensation included in your appointment form. IBS excludes any income that an individual may be permitted to earn outside of the duties for TTUHSC.

Note: Only percentages are displayed as opposed to dollar amounts.
The lower section, **Earnings Distribution** is where you report your percentage of effort across your Institutional Base Salary FOPs. Effort is expressed as a percentage of the total amount of time spent on work-related activities for which you are compensated. It is not defined as a percentage of a 40-hour workweek or any other standard workweek. All effort must equal 100%.

The Earnings Distribution contains the following fields:

- **FOP**: Provides the payroll distribution to various funds, organizations, and programs from which you are compensated. The FOPs are sorted with the sponsored program funds and cost sharing funds on top.
- **SP/PAR**: Identifies the FOPs that require a PAR. Regardless of the SP/PAR indicator, effort must be represented as 100% across all FOPs.
  - A sponsored project is an externally-funded activity that is separately budgeted and accounted for and governed by specific terms and conditions of the sponsoring organization. Sponsored projects may be in the forms of grants, contracts, or cooperative agreements for research, instruction, and public service activities.
  - Sponsored projects are classified into SP or PAR. SP indicates sponsored projects that go through the Office of Sponsored Programs. Sponsored projects classified as PAR do not go through the Office of Sponsored Programs but still require PAR reporting.
- **Cost Share**: A cost share fund is an account used to record mandatory cost-sharing contributions to a sponsored project. This account can only be used to accumulate cost-sharing contributions for a single sponsored project. N indicates non-cost share and Y indicates a cost share fund.
- **Fund Desc**: Provides the title of the fund. Grant fund descriptions are typically the title of the grant.
- **Sponsor**: Populates the Sponsor / Agency name for sponsored projects.
- **Organization Desc**: Provides the title of the organization code used in the FOP.
- **Program Desc**: Provides the function to which their activities are charged. A correct program is required and an essential element of the Federal Facilities and Administrative (F&A Rate) Cost Study.
- **Percent Dist**: Provides the percentage of your Institutional Base Salary (IBS) paid on the specific FOP.
- **Percent Effort**: Data-enterable field that you are certifying. The percentages entered in this column must be accurate with sufficient documentation to support the certification. Enter the percent of effort performed for each FOP.

Due diligence and care must be taken when certifying effort reporting. Failure to accurately report time and effort can result in significant fines, penalties, and losses which may impact TTUHSC's ability to secure future federal funding.
If the percent of effort is greater than ± 5% of the Percent Distribution, a Personnel Activity Form (PAF) is required to correct the individual's payroll.

You must acknowledge the Certification Statement before you can officially certify the PAR.

Refer to TTUHSC OP 65.07 – Personnel Activity Reporting for additional information.

Please email fsm@ttuhsc.edu for additional assistance.