EXHIBIT C

OVERVIEW OF THE
PERSONNEL ACTIVITY REPORT SYSTEM (PAR)

A. 1. Develops PAR computer programs

Office of the President

J. 1. Receives data aggregated by department
   2. Uses data for indirect cost development

B. Prints PAR forms

Administrative Mini-Computer Facility

I. 1. Maintains data on tape or disc.
   2. Submits cumulative annual reports to the Office of the President.

C. 1. Distributes PAR forms and Control List to academic departments and Organized Research Units
   2. Specifies departments which are excluded because sponsored projects is less than 15% of their annual expenditures

Campus Accounting Office

H. 1. Reviews PAR forms
   2. Provides follow-up
   3. Resolves problems
   4. Enters PAR data into PAR data base.

D. Distributes PAR forms to faculty, staff and responsible officials.

Academic Departments and Organized Research Units

G. 1. Receives completed PARs from faculty and staff
   2. Checks PAR forms against Control List to determine which have not been returned
   3. Follow up on all unreturned PARs, employees who have direct salary charges to Federal grants or contracts.
   4. Reconciles PAR data with
departmental payroll records
5. Initiates payroll adjustments as required
6. Forwards second copy of PARs and Control List to the campus Accounting Office
7. Retains original PAR copy with original signature for adult purposes.

E. 1. Completes PAR forms  
    2. Notes errors  
    3. Signs PAR form confirmation section.

Faculty, Staff, and Responsible Officials

F. Returns forms to academic department within 10 days