**Monthly PAR with Multiple Cost Objectives and Reconciliation to Payroll Records**

I, (*employee name*), certify that for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_I worked on the cost objectives listed below for the time specified each day. I have documentation to support these times. (*Adjust to the cost objectives needed*.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Minutes/Hours** | **Minutes/Hours** | **Minutes/Hours** | **Total Daily** |
| Day of Month | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Minutes/Hours** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
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| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |
| 22 |  |  |  |  |
| 23 |  |  |  |  |
| 24 |  |  |  |  |
| 25 |  |  |  |  |
| 26 |  |  |  |  |
| 27 |  |  |  |  |
| 28 |  |  |  |  |
| 29 |  |  |  |  |
| 30 |  |  |  |  |
| 31 |  |  |  |  |
|  | **Minutes/Hours** | **Minutes/Hours** | **Minutes/Hours** | **Total Daily** |
|  | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Cost Objective \_\_\_\_\_\_\_\_** | **Minutes/Hours** |
| Total Minutes Worked |  |  |  |  |
| % by Cost Objective |  |  |  |  |

Employee Signature Date

Supervisor Signature Date

**Reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Minutes/Hours** | **Minutes/Hours** | **Minutes/Hours** | **Total Daily** |
|  | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Cost Objective \_\_\_\_\_\_\_\_\_** | **Minutes/Hours** |
|  |  |  |  |  |
| Percent Payroll by Cost Objective |  |  |  |  |
| Difference–T&E % vs. Payroll % |  |  |  |  |
| Payroll Adjustment | $ | $ | $ |  |