

**Personnel Activity Report System (PARS)****Policy No. NSA-500.17**

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Effective Date: October 1, 2016

No. of pages: 2

**Policy**

Georgia WIC tracks Local Agency Level Wage and Salary Expenditures through a Personnel Activity Report System (PARS).

**Purpose**

This policy identifies the rules for PARS and provides a PARS handbook describing system access and usage.

**Procedures**

- I. Rules for PARS
  - A. All 100% WIC paid employees must record a full day work by Program and Activity using PARS.
  - B. All non WIC paid employees that perform any WIC services must record a full day of work by Program and Activity using PARS.
  - C. Non WIC paid employees that do not perform any WIC services are not required to use PARS
  - D. WIC funding will not be allocated to paid non WIC staff for paid time off (breaks, annual and sick leave, etc.) unless the non WIC paid employees record all Program and Activities for a full work day on a daily basis using PARS
  - E. If a non WIC paid employee records a full day's work by Program and Activity, WIC's fair share may be allocated using PARS for charges distributed across all programs for paid time off.
  - F. WIC cannot be charged for employees that are paid by the Local Agency's State Approved Cost Allocation Plan (Indirect Cost)
  - G. WIC cannot be charged for employees that are paid by the County's Approved Central Services Cost Allocation Plan
  - H. All history must be maintained for each employee regardless of the employee's status change from WIC District to Non-WIC Direct.
- II. See [PARS Handbook](#) for additional Information

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**Authority**

PARS Handbook

**Definitions/Supporting Information**

(None)