

ADMINISTRATIVE CIRCULAR NO. 36
Office of Strategic Planning for Student Achievement

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 9, 2021

To: Principals, Area Superintendents, Division and Department Heads

Subject: TIME ACCOUNTING CERTIFICATION (TAC) REPORT FOR SCHOOL SITES: JANUARY THROUGH DECEMBER 2020

Department and/or Persons Concerned: Principals, Area Superintendents, Division and Department Heads

Due Date: February 1, 2020

References: OMB circular A-87, Education Code Section 52853

Action Requested: **Review, sign and Scan** Allocations Status by Assignment Reports for every month requested confirming the job code description and resource(s) used to fund an employee.

Scan January – December 2020 Allocations Status by Assignment Reports with signatures to:

To: Blanca Saucedo bsauceo1@sandi.net

Brief Explanation:

Beginning September 1, 2018, a revised process was established to obtain time certification information for the district. The Allocation Status by Assignment Report (ASAR) lists each employee that is funded from **categorical resources** along with the resource(s) used to pay them. The Allocation Status by Assignment Report may also include any hourly work charged to categorical resources.

The principal, division or department head (supervisor) will be responsible for signing the Allocations Status by Assignment Report for each month after reviewing it to ensure all employees funded from categorical resources are listed. The supervisor must verify the duties performed and the salary funding source(s) per employee.

This process is extremely critical to the state and federal agencies and **replaces** the Time Accounting Report (TAC) for school sites. It is imperative that the monthly Allocations Status by Assignment Reports are complete and accurate. Failure to complete the certification report may jeopardize the district's ability to preserve federal or state funding. Please review the entire report carefully. If an employee is listed in error, note the correction on the Allocations Status by

Assignment Report. To access your site's Allocations Status by Assignment Report, please follow the Job Aid included with this circular (see Attachment 1).

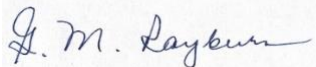
Action to be taken by the Principal:

- Review your site's Allocations Status by Assignment Report monthly and review to ensure that all employees are reported with the appropriate distribution of funding indicated.
- If an employee is listed in error or missing, note the correction on the report and follow-up with the appropriate PAR to correct any funding errors.
- **Sign the last page of each of the monthly Allocations Status by Assignment Report.**
- Scan the signed Allocations Status by Assignment Reports for January – December 2020 to:
Blanca Saucedo bsaucedo1@sandi.net
- Maintain a copy of the signed Allocations Status by Assignment Reports for **seven (7) years.**

Questions regarding this procedure should be directed to **Blanca Saucedo** via e-mail bsaucedo1@sandi.net or call (619) 725-5605.

Thomas Liberto
Director, Strategic Planning for Student
Achievement

APPROVED:



Gamy Rayburn
Interim Executive Director, Financial Planning and Development

TL:bs

Attachment: Attachment 1 – Job Aid – Allocation Status by Assignment Report