

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 29, 2014

To: Principals, Division and Department Heads

Subject: TIME ACCOUNTING CERTIFICATION REPORT -
JUNE THROUGH DECEMBER 2013

Due Date: **February 28, 2014**

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

Action Requested: Review and sign time certification report confirming the job code description, resource used to pay employees and months they worked.
Return form promptly by February 28, 2014 to the Finance Division, Education Center, Room 3209.
Attention: Renate Mendiola.

Brief Explanation:

PLEASE READ – New Information

Beginning January 1, 2011, a new process was established to obtain time certification information for the district. Each employee that is funded from categorical resources will be listed for each month worked along with the resource used to pay them. **The report includes any hourly work charged to categorical resources.** The principal, division or department head will be responsible for completion of the report. The manager must have first-hand knowledge of the duties performed and the salary funding source.

Review the report to ensure all employees funded from categorical resources are listed on the 2013 Time Accounting Certification Report. If an employee is listed in error or is missing from the report, please note the discrepancy on the report and complete a PAR to correct assignment. The Time Accounting Certification Report is an extremely critical process to the State and Federal Agencies. **It is imperative that the reports are complete and accurate. Failure to complete the certification report may jeopardize the district's ability to preserve Federal or State funding.**

You will receive a copy of this circular with the Time Accounting Certification Report listing all employees at your site. This circular also includes a generic example.
Please maintain a *copy* of the completed certification report at your site.

Action to be taken

- Principal/department head reviews report to ensure all employees are reported with the appropriate distribution of funding indicated. Note correction on the report and follow-up with the appropriate PAR to correct any funding errors.
- Principal/department head reviews the report and maintains a copy at the site. Send original Time Accounting Certification Report to Renate Mendiola – Finance Division, Education Center, Room 3209, no later than **February 28, 2014**.

Please note: If an employee is no longer at your site, this form is still required. Please do not send the forms back incomplete. If you are able to certify that the employee performed the work under the federal or state categorical program, sign the certification and clearly indicate that the employee is no longer at your site. The responsible official should still sign and return the form by the due date.

Questions regarding this procedure should be directed to Renate Mendiola, at 619-725-7611, e-mail rmendiola@sandi.net.

Debbie Foster
Director, Budget Operations

APPROVED:

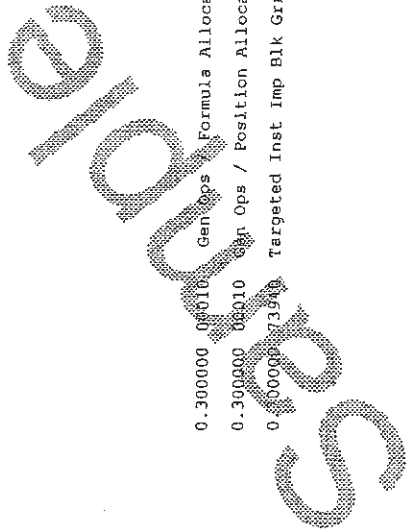


Jenny Salkeld
Chief Financial Officer

DF: rm

Attachment

Dept	EmpId	Name	Jobcode/Descr	FTE	Resource/Descr	Dist%	Month	Sign Date
0999	11111	0 Jane Smith	2040 Inschool Resource Tchr	0.500000	30100 Title I Basic Program	100.0%	July	John Doe June 21, 2010
							August	John Doe June 21, 2010
							September	John Doe June 21, 2010
							October	John Doe June 21, 2010
							November	John Doe June 21, 2010
							December	John Doe June 21, 2010
0999	22222	0 Smith Jones	6485 Spec Ed Asst	0.625000	33100 IDEA Part B Local Entitlement	100.0%	July	John Doe June 21, 2010
							August	John Doe June 21, 2010
							September	John Doe June 21, 2010
							October	John Doe June 21, 2010
							November	John Doe June 21, 2010
							December	John Doe June 21, 2010
0999	33333	0 Homer Simpson	1350 Vice Principal	0.300000	08010 Gen Ops / Formula Allocations	25.0%	July	John Doe June 21, 2010
							August	John Doe June 21, 2010
							September	John Doe June 21, 2010
							October	John Doe June 21, 2010
							November	John Doe June 21, 2010
							December	John Doe June 21, 2010
0999	44444	0 Tiny Tim	2030 Inschool Resource Tchr	1.000000	42030 Title III LEP	100.0%	July	John Doe June 21, 2010
							August	John Doe June 21, 2010
							September	John Doe June 21, 2010
							October	John Doe June 21, 2010
							November	John Doe June 21, 2010
							December	John Doe June 21, 2010



*****Keep copies of records on site for 7 years from today's date*****
 I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and I have full knowledge of 100 percent of these activities
 Supervisory official having first-hand knowledge of the activity performed by the employ

Signature: John Doe

Date: June 21, 2010
