

**ADMINISTRATIVE CIRCULAR NO. 56**

Office of the Chief Administrative Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 29, 2008

**To:** Principals and Division and Department Heads

**Subject:** TIME ACCOUNTING CERTIFICATION  
JULY THROUGH DECEMBER 2007

**Department and/or  
Persons Concerned:** Principals and Division and Department Heads

**Due Date:** February 5, 2008

**Reference:** OMB Circular A-87, Education Code Section 52853

**Action Requested:** Review and sign time certification report confirming the job code descriptions performed and time spent for each employee at your site/department. **Return form promptly to the Budget Operations Department, Education Center, Room 3141, Attention: Katheryn Wester.**

**Brief Explanation:**

Beginning July 1, 2007, a new process is in place to obtain time certification information for the District. It is no longer required to have the individual employees sign the time certification report. The Principal, Division or Department Head will be responsible for completion of the report. This manager must have first hand knowledge of the duties of each employee and their funding.

Review the report to insure all positioned employees are listed on the 2007-2008 Time Accounting Certifications report. If any employees are listed in error or employees are missing from the report, please note the discrepancy on the report. **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 a Time Accounting Certification Report for employees at your site. The electronic distribution of this curricular also includes a generic example. **Please maintain a copy of the completed certification report at your site.**

**Actions to be taken**

- Principal/department head reviews report to insure all employees are listed with the appropriate funding and distribution of funding. Note corrections on the report and follow-up with the appropriate PAR to correct any funding errors.
- Principal/department head signs the report and maintains a copy on site. The original certification report is submitted to Katheryn Wester - Budget Operations Department, Education Center, Room 3141, **no later than February 5, 2008.**

Questions regarding this procedure should be directed to Katheryn Wester, Budget Technician, at (619) 725-7640 or Debbie Foster, Budget Supervisor, at (619) 725-7646.

Gamy M. Rayburn  
Interim Chief Financial Officer  
Financial Operations Division

APPROVED:

A handwritten signature in black ink, appearing to read "Peter M. Iverson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter M. Iverson  
Interim Chief Administrative Officer

GR:mcr

Attachment – site specific via mail distribution

Distribution: Special

Dept	Emplid	Name	Jobcode/Descr	FTE	Resource/Descr	Dist%	Month	Sign Date	
0999	111111	0 Jane Smith	2040	Inschool Resource Tchr	0.500000	30100 Title I Basic Program	100.0%	July	<u>John Doe</u> <u>January 21, 2008</u>
								August	<u>John Doe</u> <u>January 21, 2008</u>
								September	<u>John Doe</u> <u>January 21, 2008</u>
								October	<u>John Doe</u> <u>January 21, 2008</u>
								November	<u>John Doe</u> <u>January 21, 2008</u>
								December	<u>John Doe</u> <u>January 21, 2008</u>
0999	222222	0 Joshua Roban	6485	Spec Ed Asst	0.625000	33100 IDEA Part B Local Entitlement	100.0%	July	<u>John Doe</u> <u>January 21, 2008</u>
								August	<u>John Doe</u> <u>January 21, 2008</u>
								September	<u>John Doe</u> <u>January 21, 2008</u>
								October	<u>John Doe</u> <u>January 21, 2008</u>
								November	<u>John Doe</u> <u>January 21, 2008</u>
								December	<u>John Doe</u> <u>January 21, 2008</u>
0999	333333	0 Mary Wester	1350	Vice Principal	0.300000	00010 Gen Ops / Formula Allocations	25.0%	July	<u>John Doe</u> <u>January 21, 2008</u>
								August	<u>John Doe</u> <u>January 21, 2008</u>
								September	<u>John Doe</u> <u>January 21, 2008</u>
	333333	0 Mary Wester	1350	Vice Principal	0.300000	00010 Gen Ops / Position Allocations	25.0%	October	<u>John Doe</u> <u>January 21, 2008</u>
								November	<u>John Doe</u> <u>January 21, 2008</u>
								December	<u>John Doe</u> <u>January 21, 2008</u>
0999	44444	0 Truman Zavalo	2030	Inschool Resource Tchr	1.000000	42030 Title III LEP	100.0%	July	<u>John Doe</u> <u>January 21, 2008</u>
								August	<u>John Doe</u> <u>January 21, 2008</u>
								September	<u>John Doe</u> <u>January 21, 2008</u>
								October	<u>John Doe</u> <u>January 21, 2008</u>
								November	<u>John Doe</u> <u>January 21, 2008</u>
								December	<u>John Doe</u> <u>January 21, 2008</u>

\*\*\*\*\*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 employee

Signature: John Doe

Date: 1/21/2008

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