

Employee Time Record Sheet for Mandated Programs
121/02 CALIFORNIA ENVIRONMENTAL QUALITY ACT (K-14)
STEP 6. PROJECT MONITORING
 Form Instructions

The purpose of this time record is to collect information on employee time spent working on programs mandated by the State. Do not report time on this form that has already been reported on form 1.6 B-6.

Employee Information

Your name, exact job title, time spent, and description of the activity is required by the State Controller to support the annual claim for reimbursement. The department and location information is used to obtain payroll information when necessary for determining the cost of the time spent on the program.

ACTION: STEP 6. PROJECT MONITORING

Common Activities

On the following page is a time sheet to report your participation in the mandated program. Indicate the time spent in hours on each of the reimbursable activities for the above referenced action step:

- A. Providing a notice of proposed action to relevant agencies and persons.
- B. Conducting initial and subsequent studies to determine the impacts and the mitigation of those impacts. Developing a database of information.
- C. Consulting with relevant agencies. Submitting reports and findings to relevant agencies and responding to the requirements of those agencies.
- D. Preparing the draft and final findings and reports for adoption or action by the agency.
- E. Making information available to the public and responding to questions and requests.
- F. Conducting public hearings on the determination.
- G. Providing a notice of determination to relevant agencies and other interested parties.
- H. Providing an administrative appeal process or other process to resolve disputes.
- I. Participating in settlement, mediation, litigation, or other proceedings regarding compliance with the process. Complying with court orders.

If your activity generates work product such as new policy statements, new forms, brochures, meeting agenda materials, please send them along with these forms for our files.

