

**Employee Time Record Sheet for Mandated Programs  
764/81 DEFERRED MAINTENANCE - CCD  
Form Instructions**

The purpose of this time record is to collect information on employee time spent working on programs mandated by the State.

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.

On the back of this sheet is a timesheet to report your participation in the mandated program activities. This form is "historical" in nature and is used to reconstruct the total amount of time spent throughout the year on the mandate reimbursable activities.

Activity Description

To assist you in determining the amount of time spent on the program, descriptions of possible items required for this mandate are listed for the relevant reimbursable activities. Indicate the total amount of time, if any, spent for the entire fiscal year on each of the reimbursable activities.

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.

Other Reimbursable Costs

Printing, stationary, postage, and other supply costs are usually reimbursable. You must attach to this form copies of vouchers for any expenses incurred. Equipment purchases are rarely reimbursed.

## Employee Time Record Sheet for Mandated Programs 764/81 DEFERRED MAINTENANCE - CCD

District: San Mateo CCD

<u>Employee Name</u>	<u>Exact Position Title</u>
<u>Schoolsite/Department/Location</u>	<u>Telephone #</u>
	<u>12mo/11mo/10mo/hrly</u> <u>Work year length</u>

**Typical Reimbursable Activities:** Fiscal Years - Report Staff Time in Hours  
01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10

1. Policies and Procedures:  
 -Developing and periodically updating policies and procedures for compliance with all requirements concerning the acquisition of funding for facility deferred maintenance.

2. Scheduled Maintenance Five-Year Plan:  
 -Preparing and submitting a Scheduled Maintenance Five-Year Plan (241/SM5Y).

3. Deferred Maintenance Funding:  
 -Applying for deferred maintenance funding.  
 -Providing a matching contribution for deferred maintenance or submitting a match waiver request.

4. Scheduled Maintenance Project Funding Proposal:  
 -Preparing and submitting a Scheduled Maintenance Project Funding Proposal (241/SM/PFP).  
 -Submitting a written request to the Chancellor's Office Facilities Planning Unit identifying any revisions to the preliminary list of projects.  
 -Submitting monthly and final year claims to the Chancellor's office for work completed or in progress.

5. Hazardous Substances Project Funding Proposal:  
 -Preparing and submitting a Hazardous Substances Project Funding Proposal (241/HS/PFP).  
 -Issuing a written request to the Chancellor's Office Facilities Planning Unit identifying any revisions to the preliminary list of projects.  
 -Submitting monthly and final year claims to the Chancellor's office for work completed or in progress.

**TOTALS:** \_\_\_\_\_

EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify (or declare) under penalty of perjury under the laws of the State of California to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only. PLEASE USE BLUE INK

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please contact Raymond Chow, at 358-6742.

PLEASE SUBMIT THIS INFORMATION BY \_\_\_\_\_ ; TO Suki Chang.