

**Employee Time Record Sheet for Mandated Costs  
764/99 INTEGRATED WASTE MANAGEMENT (CCD)  
2. ONGOING PLAN IMPLEMENTATION  
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 any time on this form if it has been already reported on form 1.6B -2.***

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.

Activity Description:

- Code 5     College Coordinator: Coordination duties not specific to other activity codes.
- Code 6     Plan Implementation: Implementing the Plan for all activities other than source reduction, recycling and composting activities. *See form IWM 1.6 A-3 to report specific activities.*
- Code 7     Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.
- Code 8     Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

On the back of this sheet is a time sheet to report your participation in the mandated program. Indicate the time spent on each of the reimbursable activities.

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

## Employee Time Record Sheet for Mandated Costs 764/99 INTEGRATED WASTE MANAGEMENT (CCD) 2. ONGOING PLAN IMPLEMENTATION

District: San Mateo County Community College District

Fiscal Year:

Employee Name

Exact Position Title

Dept. & Location

Telephone #

12mo/11mo/10mo/hrly  
Work year length

**Reimbursable Activities:**

Code 5 College Coordinator: Coordination duties not specific to other activity codes.

Code 6 Plan Implementation: Implementing the Plan for activities other than source reduction, recycling and composting activities. See form IWM 1.6 A-3 to report specific activities.

Code 7 Accounting System: Developing, implementing, and maintaining an accounting system to enter and track: source reduction, recycling and composting activities, the cost of those activities, and the proceeds from the sale of any recycled materials.

Code 8 Annual Report: Annually preparing and submitting a report to the IWM Board summarizing the district's progress in reducing solid waste.

**NOTE: Only one code entry per line.**

Date:	Activity Code (circle one):	Describe Activity:	Time in Hours	Materials Costs & Expenses:
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			
	5 6 7 8			

**Attach:** All documentation available to substantiate reported time and expenses. This can include meeting agendas, calendar notes, invoices for equipment and supplies.

**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 under the penalty of perjury to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.

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

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

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