

Employee Time Record Sheet for Mandated Programs
868/02 PREVAILING WAGE RATE (K-14)
Labor Compliance Program
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 1.6b-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 _____

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:

Code 4 Labor Compliance Program

- A. Contracting, and paying the reasonable fees of a third party, to initiate and enforce a Labor Compliance Program (LCP).
- B. Submitting evidence of the third party's ability to operate its LCP when seeking approval.
- C. Completing a request for approval deemed by the Director to be deficient, or making other corrections as required, and resubmitting the request for approval of a LCP.
- D. Submitting a request for an extension of an LCP at least 30 days prior to the anniversary date of the initial approval.
- E. Making a written finding that the district has initiated and enforced, or contracted with a third party to initiate and enforce, a labor compliance program and transmitting a copy to the State Allocation Board.
- F. Complying with all of the requirements of a Labor Compliance Program when initiated and enforced by the district.

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.

