

Employee Time Record Sheet for Mandated Programs
785/95 COMMUNITY COLLEGE CONSTRUCTION
Funding Assistance and Energy Related Projects
 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 CCC 1.6 B-3.**

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

Code 5. Funding Assistance

- A. Preparing and submitting appropriate applications for project assistance under the Community College Construction Act of 1980.
- B. Determining the amount of federal, state, and district funds available for the project.
- C. Determining the total cost of the project.
- D. Preparing and submitting appropriate applications for funding.
- E. Submitting to the Chancellor a final report on all expenditures in connection with the sources of funds expended for completed projects.
- F. Preparing for and participating in any state post-audit review of fund claims for all projects.

Code 6. Energy Related Projects

- A. Preparing and submitting an energy conservation program plan.
- B. Preparing and submitting the energy conservation project as a project planning guide to the appropriate agencies.
- C. Preparing for and arranging for technical audits to be performed.

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.

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785/95 COMMUNITY COLLEGE CONSTRUCTION
Funding Assistance and Energy Related Projects

District: San Mateo CCCD

Fiscal Year: _____

Employee Name _____ Exact Position Title _____
 Department/Location _____ Telephone # _____ 12mo/11mo/10mo/hrly
 Work year length _____

Reimbursable Activities:

Code 5. Funding Assistance

- A. Preparing and submitting appropriate applications for project assistance.
- B. Determining the amount of federal, state, and district funds available for the project.
- C. Determining the total cost of the project.
- D. Preparing and submitting appropriate applications for funding.
- E. Submitting to the Chancellor a final report on all expenditures in connection with the sources of funds expended for completed projects.
- F. Preparing for and participating in any state post-audit review of fund claims for all projects.

Code 6. Energy Related Projects

- A. Preparing and submitting an energy conservation program plan.
- B. Preparing and submitting the energy conservation project as a project planning guide to the appropriate agencies.
- C. Preparing for and arranging for a technical audit to be performed.

NOTE: Only one code entry per line.

Date:	Activity Code: (circle code #)	Activity Code: (circle one accompanying letter per line only)	Describe Activity:	Time in Hours	Materials Costs & Expenses:
/ /	5 6	A B C D E F			
/ /	5 6	A B C D E F			
/ /	5 6	A B C D E F			
/ /	5 6	A B C D E F			
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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.