

Employee Time Record Sheet for Mandated Programs
758/95 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 1.6A-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.

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. 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 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.

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District: San Mateo CCCD

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

Typical Reimbursable Activities:	Report Time in Hours - By FISCAL YEAR									
	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	

Code 5. Funding Assistance

- A. Preparing and submitting applications pursuant to the Community College Construction Act.
- B. Determining the amount of federal, state, and district funds available for the project.
- C. Determining total cost of the project.
- D. Preparing and submitting appropriate applications for funding.
- E. Submitting to the Chancellor a final report on all expenditures 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 planning guide to the appropriate agencies.
- C. Preparing for and arranging for technical audits to be performed.

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.