

**Employee Time Record Sheet for Mandated Programs
455/02 PUBLIC CONTRACT CODE (K-14)
Procedures and Conditions
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 which has already been reported on form 1.6 b-1.*

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 1** Policies and Procedures: Developing and periodically updating policies and procedures for compliance with the requirements of the laws pertaining to public contracts.
- Code 2** Staff Training: Training staff to implement the mandate.
- Code 3** Contract Specifications: Specifying the requirements for the contractor license in any project plans and in any notice inviting bids and verifying such license through the Registrar of Contractors. Specifying the provisions of Article 1.5 (Resolution of Construction Claims) and any contract provisions regarding liability in any project plans and in any notice inviting bids.
- Code 4** Minority and Women Business: Establishing goals and requirements relating to participation in the contract by minority and women business enterprises and verifying compliance.
- Code 5** Graffiti Abatement: Establishing a graffiti abatement program and financing methods.

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.

Employee Time Record Sheet for Mandated Costs of
455/02 PUBLIC CONTRACT CODE (K-14)
Procedures and Conditions

District/COE: San Mateo CCCD

Fiscal Year:

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

Reimbursable Activities:

- Code 1 Policies and Procedures: Developing updating policies and procedures .
Code 2 Staff Training: Training staff to implement the mandate.
Code 3 Contract Specifications: Specifying the requirements for the contractor license and verifying such license through the Registrar of Contractors. Specifying the liability provisions .
Code 4 Minority and Women Business: Establishing goals and requirements relating to participation in the contract by minority and women business enterprises and verifying compliance.
Code 5 Graffiti Abatement: Establishing a graffiti abatement program and financing methods.

NOTE: Only one code entry per line.

Table with 5 columns: Date, Activity Code, Describe Activity, Time in Hours, Materials Costs & Expenses. Multiple rows for data entry.

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.