

Employee Time Record Sheet for Mandated Programs  
**785/95 COMMUNITY COLLEGE CONSTRUCTION**  
 Policy & Procedures, Training, and Land Acquisition  
 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 1.6B-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 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 1.**    Policies and Procedures

Developing and periodically updating policies and procedures for compliance with all requirements pursuant to the Construction Act of 1980.

**Code 2.**    Staff Training

Training staff to implement this mandate.

**Code 4.**    Land Acquisition

- A.**    Administrative costs of acquiring land for construction.
- B.**    Preparing for and meeting with appropriate local governmental officials to review methods to coordinate facilities in the community.
- C.**    Preparing and submitting appropriate reports to the Chancellor's office.

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**  
**Policy & Procedures, Training, and Land Acquisition**

District: 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 and periodically updating policies and procedures .

**Code 2** Staff Training: Training staff to implement the mandate.

**Code 4 - Land Acquisition:**

A) Administrative staff-time and costs of acquiring land for construction.

B) Preparing for and meeting with appropriate local governmental officials to review methods to coordinate facilities in the community.

C) Preparing and submitting appropriate reports to the Chancellor's office.

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

Date:	Activity Code: (circle code #)	Activity Code: (circle letter for code number 4 only)	Describe Activity:	Time in Hours	Materials Costs & Expenses:
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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.