

**Employee Time Record Sheet for Mandated Programs  
455/02 PUBLIC CONTRACT CODE (K-14)  
Performance, Payments, and Disputes  
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-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 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 7** Contract Performance

- A. Site Visits: Receiving notification from the contractor and investigating physical conditions at the site of any unusual nature.
- B. Project File: Preparing and maintaining a project file of job orders, change orders, day labor, and cost data in accordance with the procedures of the California School Accounting Manual for a period of not less than three years after completion of the project.

**Code 8** Contract Payments

- A. Contract Payments: Reviewing each payment request. Returning any denied payment request with the reasons why the payment request is not proper.
- B. Materials Retention: Retaining no less than 5 percent of the actual work completed and of the value of material delivered on the ground or stored until final completion and acceptance of the project.
- C. Return of Securities: Returning the securities and retentions withheld to the unsuccessful bidders upon award of contract and to the successful contractor upon satisfactory completion of the contract.

**Code 9** Disputes

- A. Pre-Qualification: Establishing a pre-qualification rating dispute process.
- B. Disqualification: Providing notification to the disqualified bidders and responding to any complaint.
- C. Performance: Responding to actions taken by the contractor to resolve disputes between the contracting parties.

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)
Performance, Payments, and Disputes

District/COE: San Mateo CCCD

Fiscal Year:

Employee Name Exact Position Title
Department/Location Telephone # Work year length

Reimbursable Activities:

Code 7 Contract Performance

- A. Site Visits: Investigating physical conditions at the site of any unusual nature.
B. Project File: Preparing and maintaining a project file .

Code 8 Contract Payments

- A. Contract Payments: Reviewing each payment request.
B. Materials Retention: 5% retention of work completed until completion/acceptance of the project.
C. Return of Securities: Returning the securities and retentions withheld.

Code 9 Disputes

- A. Pre-Qualification: Establishing a pre-qualification rating dispute process.
B. Disqualification: Providing notification to the disqualified bidders and responding to any complaint.
C. Performance: Responding to disputes between the contracting parties.

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.