

Peoplesoft  
TIME ACCOUNTING CERTIFICATION

Report id: adm999  
Location: 0999A

to

Supervisor  
SIGN and DATE in INK  
only each month to  
certify employee worked

Dept	Emplid	Name	Jobcode	Descrip	FTE	Resource/Descr	Dist%	Month		
0999	000000	0	Iduh Clare	0000	Clerical	0.000000	30100 Title I Basic Program	*H	January	<u>John Doe 2/18/17</u>
								*H	March	<u>John Doe 2/18/17</u>
0999	000000	0	Jane Smith	0000	Teacher	1.000000	30100 Title I Basic Program	100.0%	January	<u>John Doe 2/18/17</u>
								100.0%	March	<u>John Doe 2/18/17</u>
								100.0%	April	<u>John Doe 2/18/17</u>
0999	000000	0	Fudd, Elmer	2040	Teacher	1.000000	30100 Title I Basic Program	100.0%	January	<b>NOT AT THIS SITE</b>
								100.0%	March	<b>NOT AT THIS SITE</b>
0999	000000	0	Red Waters	0000	Clerical	1.000000	30100 Title I Basic Program	100.0%	January	<u>John Doe 2/18/17</u>
									February	
									March	
									April	
									May	
									June	
0999	000000	0	Ifya Remember	0000	Teacher	1.000000	30100 Title I Basic Program	100.0%	January	<u>John Doe 2/18/17</u>
									February	<u>John Doe 2/18/17</u>
									March	<u>John Doe 2/18/17</u>
									April	<u>John Doe 2/18/17</u>
									May	<u>John Doe 2/18/17</u>

SEND TO NEXT LEVEL OF AUTHORITY TO CERTIFY THE MONTHS SUPERVISOR WORKED

0999 00000 JOHN DOE 0000 Principal/ 1.000000 30100 Title I Basic 100.0%  
Manager Program

January SUPERVISOR  
February DO NOT SIGN FOR  
March YOURSELF  
April

\*\*\*\*\* Keep copies of records on site for 7 years from today's date \*\*\*\*\*

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and I have full knowledge of 100% percent of these activities  
Supervisory official having first-hand knowledge of the activity performed by the employee.

Signature: \_\_\_\_\_

*John Doe*

Principal/Manager Signature

Supervisor  
SIGN and DATE  
BOTTOM of each report  
INK only - NO pencil

Date: 10/23/17

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