

ADMINISTRATIVE CIRCULAR NO. 58

Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 24, 2017

To: Principals, Area Superintendents, Division and Department Heads

Subject: TIME ACCOUNTING CERTIFICATION (TAC) REPORT
JULY THROUGH DECEMBER 2016

Due Date: **March 10, 2017**

Reference: OMB circular A-87, Education Code Section 52853

Action Requested: **Review and sign** the Time Accounting Certification (TAC) report confirming the job code description, resource used to fund the employee, and the months worked by the employee.

Return July – December 2016 TAC report with original signatures to:
Financial Planning, Monitoring and Accountability
Attention: Marcellus Walker
Education Center, **Room 3150**

Due by March 10, 2017

Attachment 1: Example - Time Accounting Certification (TAC) report

Brief Explanation:

Beginning January 1, 2011, a revised process was established to obtain time certification information for the district. Each employee that is funded from **categorical resources** will be listed in the report for each month worked along with the resource used to pay them. The Time Accounting Certification report may include any hourly work charged to categorical resources.

The Principal, Division or Department head (supervisor) will be responsible for completion of the TAC report. Review the report to ensure all employees funded from categorical resources are listed on the **2016 Time Accounting Certification (TAC) report**. The supervisor must verify the duties performed and the salary funding source per employee.

The Time Accounting Certification (TAC) report is an extremely critical process to the State and Federal Agencies. It is imperative that the reports are complete and accurate. Failure to complete the certification report may jeopardize the district's ability to preserve federal or state funding.

You will receive an email with a copy of this circular, an example of the Time Accounting Certification (see Attachment 1), and your cost center's Time Accounting Certification (TAC) report listing all employees at your site funded from **categorical resources**. Review the entire report carefully. If an employee is listed in error, note the correction on the TAC report.

Action to be taken by the Supervisor (i.e., Principals, Division or Department Heads):

- Print the Time Accounting Certification (TAC) report and review it to ensure that all employees are reported with the appropriate distribution of funding indicated.
- If an employee is listed in error or missing, note the correction on the report and follow-up with the appropriate PAR to correct any funding errors.
- Signature is required to certify an employee worked the months on the TAC report. Supervisor's signature is required next to **each month** on the TAC report. (see Attachment 1)
- Supervisor's signature is **required at the bottom of each page of the TAC report.**
Note: Supervisors cannot certify their own work; the page(s) must go to the next level of authority i.e., Director goes to Branch head, Principals go to their Area Superintendents, etc. Send page(s) to your next level of authority to certify each month you work. See example of alternative signing methods in Attachment 1.
- Send the completed Time Accounting Certification (TAC) report to:
Financial Planning, Monitoring and Accountability department
Education Center - Room 3150 Attention: Marcellus Walker
- Maintain a copy of the signed Time Accounting Certification (TAC) report for **seven years.**

Please do not send the TAC report back incomplete. Questions regarding this procedure should be directed to **Marcellus Walker** via e-mail mwalker@sandi.net or call (619) 725-7175.

Vikki Henton
Director
Financial Planning, Monitoring and Accountability

APPROVED:



Patricia Koch, Ph.D.
Interim Chief Financial Officer
Office of Chief Financial Officer

VH:mdj²

Attachment

SUPERVISOR
SIGN and DATE IN INK
to VERIFY each month
employee worked

Peoplesoft
TIME ACCOUNTING CERTIFICATION

Report id: adm999
Location: 0999A to

Dept	Emplid	Name	Jobcode	Descrip	FTE	Resource/Descr	Dist%	Month	NO PENCIL	
0999	000000	0	Iduh Clare	0000	Clerical	0.000000	30100 Title I Basic Program	*H July	<i>*John Doe 3/31/17</i>	
								*H September		
0999	000000	0	Jane Smith	0000	Teacher	1.000000	30100 Title I Basic Program	100.0% July		
								100.0% September		
								100.0% October		
0999	000000	0	Fudd, Elmer	2040	Teacher	1.000000	30100 Title I Basic Program	100.0% July	NOT AT THIS SITE	
								1.000000 30100 Title I Basic Program	100.0% September	NOT AT THIS SITE
0999	000000	0	Red Waters	0000	Clerical	1.000000	30100 Title I Basic Program	100.0% July	<i>*John Doe 3/31/17</i>	
								August		
								September		
								October		
								November		
								December		
0999	000000	0	IfYa Remember	0000	Teacher	1.000000	30100 Title I Basic Program	100.0% July		
								August		
								September		
								October		
								November		

***Alternative Signature Method:**
Sign first month; then draw line through
the months that follow. See Example

SUPERVISOR'S, SEND TO YOUR NEXT LEVEL OF AUTHORITY TO VERIFY THE MONTHS YOU WORKED.
0999 00000 JOHN DOE 0000 Principal/ 1.000000 30100 Title I Basic 100.0%
Manager Program

August **DO NOT SIGN FOR Yourself**
Contact Marcellus Walker
If you have questions.

***** 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: 04/12/17
