

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 14, 2019

**To:** Principals, Area Superintendents, Division and Department Heads

**Subject:** **REVISED TIME ACCOUNTING CERTIFICATION (TAC) REPORT PROCESS FOR SCHOOL SITES: JANUARY THROUGH DECEMBER 2018**

**Due Date:** February 8, 2019

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

**Action Requested:** **Review and sign** Monthly Allocation Status Report confirming the job code description and resource used to fund the employee.

**Return January – December 2018 Monthly Timekeeping Report with original signatures to:**  
Financial Planning, Monitoring and Accountability  
Attention: Denice Bernetsky  
Education Center, **Room 3209**  
**Due: February 8, 2019**

**Attachment 1:** Job Aid - Allocations Status by Assignment Report

**Brief Explanation:**

Beginning September 1, 2018, a revised process was established to obtain time certification information for the district. Each employee that is funded from **categorical resources** is listed in the Allocation Status Report along with the resource used to pay them. The Allocation Status Report may also include any hourly work charged to categorical resources.

The Principal, Division or Department head (supervisor) will be responsible for signing the Allocations Status by Assignment Report for each month after reviewing it to ensure all employees funded from categorical resources are listed. The supervisor must verify the duties performed and the salary funding source per employee.

This process is extremely critical to the state and federal agencies and replaces the Time Accounting Report (TAC) for school sites. It is imperative that the monthly Allocation Status Reports are complete and accurate. Failure to complete the certification report may jeopardize the district's ability to preserve federal or state funding. Please review the entire report carefully. If an employee is listed in error, note the correction on the Allocations Status by Assignment Report.

To access your site's/department's Allocations Status by Assignment Report please follow the instruction (see Attachment 1) included with this circular.


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

- Print your site's Allocations Status by Assignment Report for January through December 2018, and review them 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.
- Principal's signature is **required on the last page of each of the monthly reports.**
- Send the completed Monthly Allocations Status by Assignment Report to:  
Financial Planning, Monitoring and Accountability Department  
Education Center - Room 3209 Attention: Denice Bernetsky
- Maintain a copy of the signed Allocations Status by Assignment Report for **seven years.**

Questions regarding this procedure should be directed to **Denice Bernetsky** via e-mail [dbernetsky@sandi.net](mailto:dbernetsky@sandi.net) or call (619) 725-5605.

Thomas P. Liberto  
Director, Financial Planning, Monitoring and  
Accountability

APPROVED:



Debbie Foster.  
Executive Director, Financial Planning and Development

DF:TPL:dab

Attachment

## How to Run the Allocations Status by Assignment Report

1 Main Menu > Workforce Administration > Workforce Reports > Allocations Status by Assignment

2 Add a New Value

3 Run Control ID (Allocations\_Status\_by\_Assignment)

4 Add

End on Existing Value | Add a New Value

Run Control ID: Allocations\_Status\_by\_Assignment | Report Manager | Process Monitor

9 Run

Effective Date: 10/04/2014 5

Set ID: 000000

Department: 6

Resource: 7

Resource From: Resource To: 7

Job Code: 7

Sort Order: Department\_Resource\_JobCode 7

8 Save | Go Search | Help | Add | Cancel

1. Navigate to: *Main Menu > Workforce Administration > Workforce Reports > Allocations Status by Assignment*
  2. Click the Add a New Value tab. (Only the first time you are setting up the report.)
  3. Enter a Run Control ID. Name the report something unique that you will remember. You only need one Run Control ID for this report. There should be no spaces in the Run Control ID. Use ( \_ ) as a separator.
  4. Click the Add button.
  5. **Effective Date.** Defaults to current date. Enter a different date if you would like to see past or future allocations for your department.
  6. Enter your **Department Number**, or click the to view a list of departments from which to choose.
  7. There are run control options for report selection and sorting criteria. For this example we will run by Resource, Department, Job Code.
- NOTE: For a description of each option see box below screen shot.
8. Click Save. (Only the first time you are setting up your report.)
  9. Click the Run button.

7 Allocations Status by Assignment report will show only those position numbers (and incumbents) where the department on the run control matches the department on the employee's assignment (Job Data). For each position the report will show all funding sources (100%).

Options for report selection and sorting criteria are:

- Ability to run report by one, many or range of resources. To run for one resource, enter the same resource in the "Resource From" and "Resource To" fields. To run for several resources, click the button to add another resource or range of resources. Repeat as needed. To run for a range of resources, enter the first desired resource of the range in the "Resource From" field and the last desired resource in the range in the "Resource To" field. The resources you selected will be shown in the center of the report header; if more resources were selected than can be displayed in the report header due to space limitations, the last resource shown will be followed by "... " to indicate the report includes additional resources.
- Ability to sort report by Department, Resource, JobCode OR by JobCode OR by Resource, Department, JobCode
- At least one of the following criteria must be entered: Department, Resource or Job Code

Process Scheduler Request

User ID: Run Control ID: Allocations\_Status\_by\_Assignment

Server Name: PSNT 10 | In Date: 10/04/2014

Recurrence: | Run Time: 10:21:13AM | Reset to Current Date/Time

Time Zone: |

Select	Description	Process Name	Process Type	Type	Workset	Distribution
<input checked="" type="checkbox"/>	Allocations Status by Assignment	SOPM30	HR Report	Any	PDF	Distribution

11 OK

10. Select PSNT from the drop-down menu for Server Name.
11. Click the OK button.

