Time Accounting Log Instructions

The following instructions will help you complete the mandated Time Accounting Log. The mandate to complete this Time Accounting Log is because your position is in part funded by state and/or federal dollars.

Step 1: Obtain Funding Source and Percentage

Obtain your funding source and percentage from either:

1) your annual notification (see sample below) from the district's State and Federal Director (sent via email and provided during training) and/or
2) your program supervisor.

SUSD
Stockton Unified School District

STATE AND FEDERAL PROGRAMS
701 Madison Street • Stockton, CA 95202-1687
(209) 933-7030 • Fax (209) 463-1346

DATE: August 14, 2019

TO: «EMPLOYEE_NAME», «POSITION»
(Employee ID: «EMP_ID»)

THRU: Program Supervisor/School Site Principal

FROM: Janet Yarbrough, Director, Educational Services, State and Federal Programs

RE: Notification of Time Accounting Funding Source, Percentage and Guidance

In compliance with the categorical State and Federal program guidelines, you are being notified that your position is funded by more than one funding source, at least one of which is a federal and/or state funding source. ***Federal guidelines require that you record your activities and hours related to this funding*** in the 2019-2020 Time Accounting Log (spreadsheet) and those activities and hours must accurately reflect *ALL* work performed for 100% of the hours worked on that day, even work hours funded apart from state and/or federal sources. Please refer to the attached sample Time Accounting Log.

Funding Source	Funding Percentage
«RESCPTITLE» - «RESCPURPLE»	«PCTPURPLE»%
«RESCOTITLE» - «RESCORANGE»	«PCTORANGE»%
«RESCGTITLE» - «RESCGREEN»	«PCTGREEN»%
Total Funding Percentage	«TOTAL_PCT»%

The 2019-2020 Time Accounting Log and instructions to help you complete the spreadsheets are available on the District's *State and Federal Program* website, *Personnel Activity Report/Time Accounting* page (https://www.stocktonusd.net/Page/10561). You are required to complete this Time Accounting Log on a monthly basis from July 2019 through June 2020.

The Time Accounting Log must be printed in color, signed and dated by the employee, and forwarded to the employee's program supervisor by the 5th calendar day of each month. It is encouraged that the reporting employee provide their calendar to the program supervisor as a frame of reference and as supporting documentation. Following the review by the program supervisor the printed color copy of the Time Accounting Log must be signed, then scanned (in color) and e-mailed to: timeaccounting@stocktonusd.net by the 15th of each month. *Please note that paper copies or black/white scanned documents will NOT be accepted.*

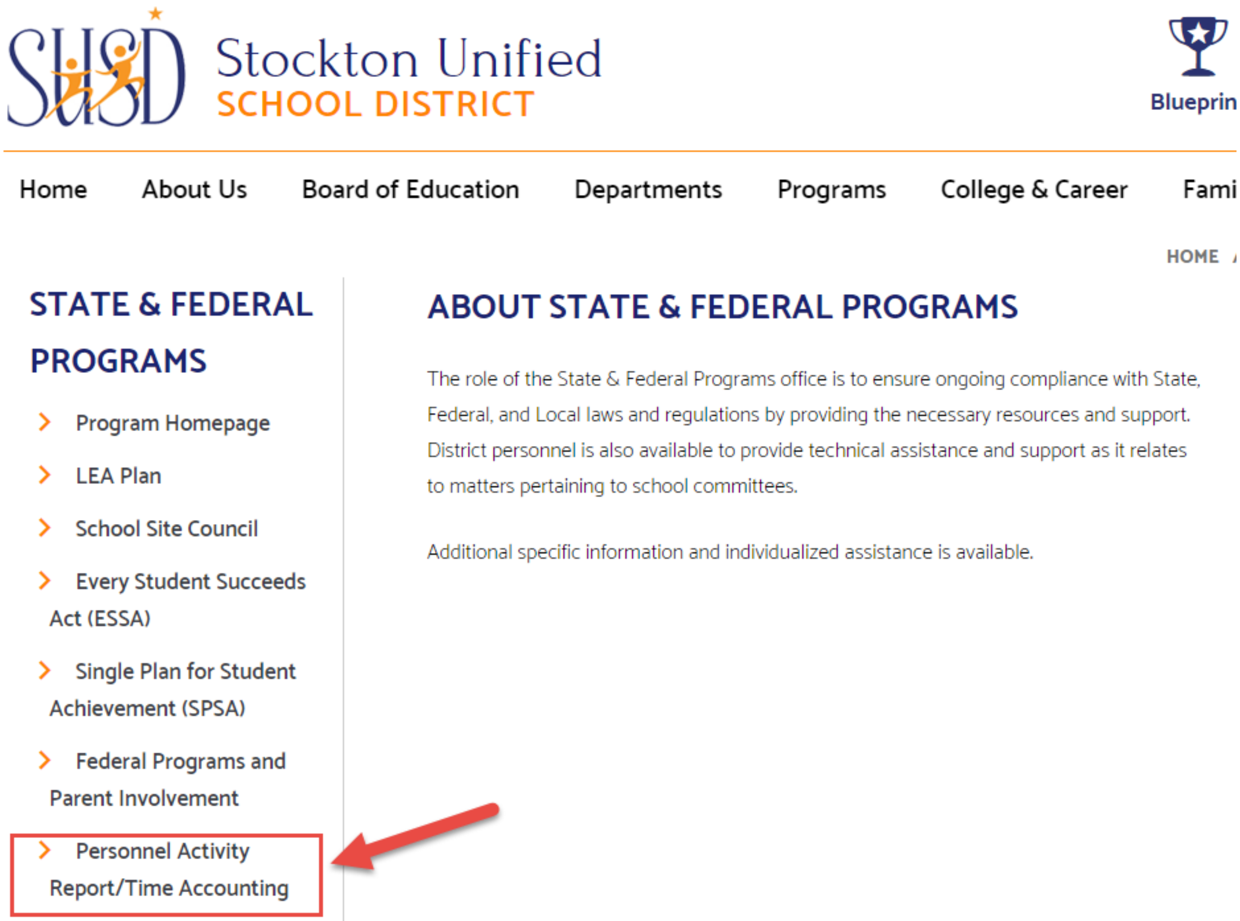
If you should have any questions or need more information, please email my office at timeaccounting@stocktonusd.net, or contact Kelly Townley at extension 2621.

Thank you in advance for your compliance with this federal reporting requirement.

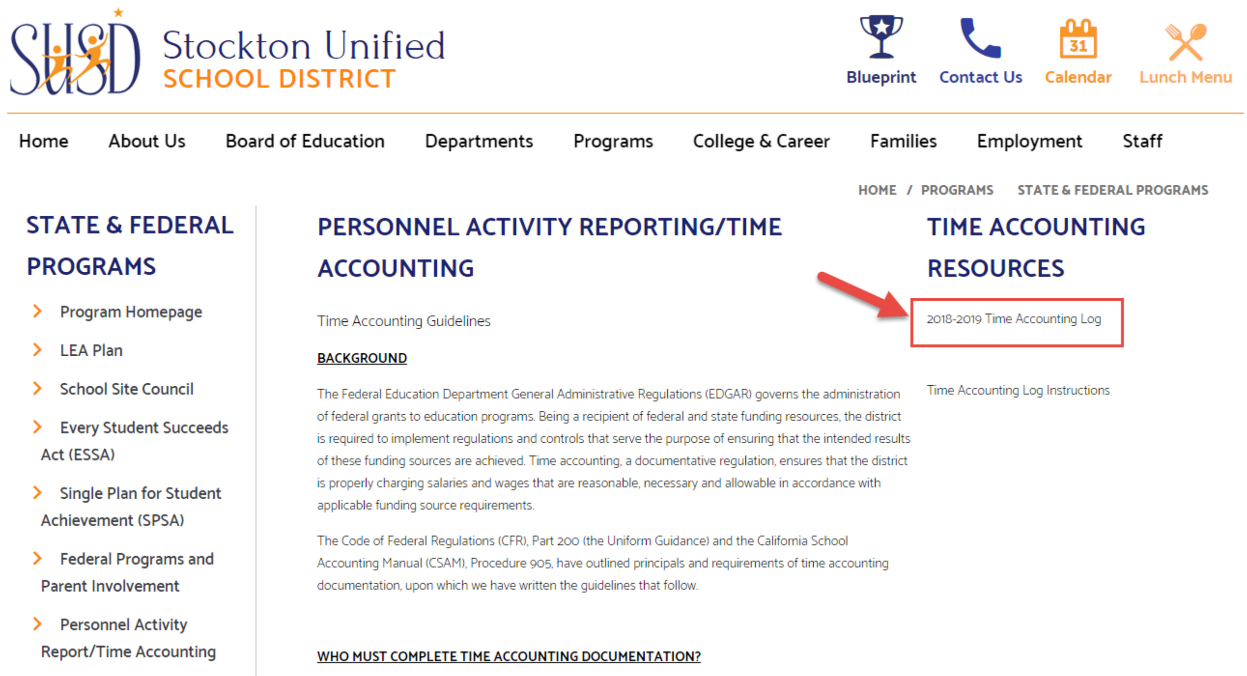
Department/Site: «SACS»

Step 2: Locate the Time Accounting Log

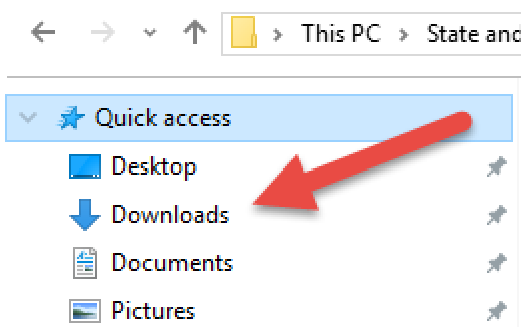
Locate the Time Accounting Log document on the district's State and Federal webpage https://www.stocktonusd.net/Page/438.



Time Accounting Log Instructions for Site Based Title I Funded Program Specialists



- Click on the link.
    - The Excel document will automatically download into your Downloads folder.



- Open your Downloads folder and locate the Excel document titled “Time Accounting…”
- Open the document, then Save As to a designated folder on your computer.
- Locate document on your computer, then right click and select Rename.
    - Rename the document in the following naming convention:

      Month Year Time Accounting Log – Last Name First Name Employee ID

      August 2017 Time Accounting Log – Smith Jane 10010000

- Double click document to open and begin editing.

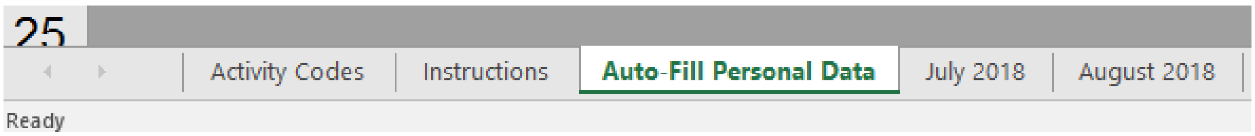
Example: Work performed in August would require entry into the Time Accounting Log for August, even though the document is completed and submitted in September.

Step 3: Enter Personal Identifying Information

To simplify the data entry in the "Time Accounting Log…", a tab was created with fields that capture all personal identifying information and replicates onto each monthly tab. Therefore, you will not need to repeatedly enter the information for each month when completing the time accounting log.

The following actions will guide you in entering your personal identifying information:

- Locate the tab "Autofill Personal Data" (third tab from the left) and select



In the worksheet type over the text following in the color (blue-gray) shaded cells:

- Name (Row 1)
- Position (job title) (Row 3)
- School/Department (Row 5)
- Employee ID (Row 7)

Name:	Insert Name
Position:	Insert Position
School/Department:	Insert School Site or Department
Employee ID:	Insert Full Employee ID Number

Step 4: Funding Source and Percentage

Locate your funding source and percentage provided to you at training or by your program supervisor. Pinpoint the purple shaded area on the memo and the Time Accounting Log.

To complete:

1) Enter (type over) the directions in the purple shaded "Federal Funding Source1" field located in the "Autofill Personal Data" (third tab from the left). This action will autofill on each monthly Time Accounting Log worksheet.

9	**Federal Funding Source1 (A10):**	Insert Federal Funding Source Provided from Memo

2) Enter (type over) the directions in the purple shaded "Federal Funding Source1 Percentage" field located in the "Autofill Personal Data" (third tab from the left). This action will autofill on each monthly Time Accounting Log worksheet.

Important Note: The percentage must be a whole number. For example, 50% should be entered as whole number 50, not as a decimal .5.

11	**Federal Funding Source1 Percentage (%):**	0.00

3) Repeat the process for the orange shaded fields as described above.

13	**Non-Federal Funding Source2 (A22):**	Insert Non- Federal Funding Source Provided from Memo
14		
15	**Non-Federal Funding Source2 Percentage (%):**	0.00

4) In the rare event funding is split three-ways, repeat the process for the green shaded fields as described above.

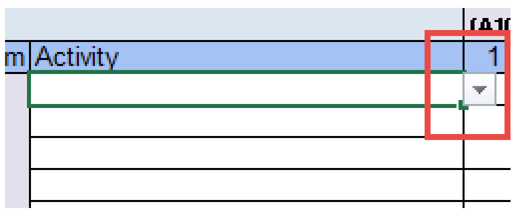
17	**Other Federal or Non-Federal Funding Source3 (A34):**	Insert Other Federal or Non-Federal Funding Source Provided from Memo
18		
19	**Other Federal or Non-Federal SourceFunding 3 Percentage (%):**	0.00

Step 5: Selecting Activity

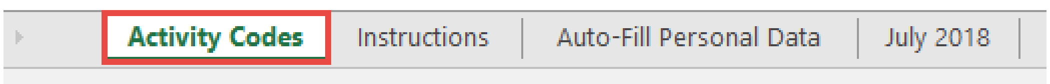
There is a Time Accounting Log for each month; all activity codes have been prefilled to reduce the data entry for the person completing the logs.

Typically:

1) The purple shaded section is federal program related; therefore, “TA – TJ” activity codes were prepopulated.
2) The orange shaded section is non-federal program related; therefore, “NA – NI” activity codes were prepopulated.
3) The green shaded section is reserved for the rare occasion an employee is split funded three-ways. The activity codes were not prepopulated. If the employee has a third funding source, the appropriate activity codes meeting the funding source should be selected from the dropdown menu.



In the spreadsheet, select the “Activity Codes” tab.



Use the information contained in the “Activity Codes” tab to select which activity code/heading that best relates to the activities worked over the course of the month. The activity heading has been broadened to allow the Time Accounting Log to be used by various staff.

Time Accounting Log Instructions for Site Based Title I Funded Program Specialists

For the purposes of this instructional document, the activities have been divided into two categories based on "Title I" funded activities (purple shaded) vs. Non "Title I" funded activities (orange shaded).

"Title I" Funded Activities

TA – Support SSC/SPSA

TB – Coordinate Intervention Programs – PD/technology

TC – Coordinate Local Assessments

TD – Data Analysis/Reporting/Distribution/Discussion

TE – Afterschool Program

TF – Coordinate Supplemental Bilingual Staff Support

TG – Work with students with supplemental support and interventions

TH – Parent Involvement Activities

TI – Technical support for instructional technology and software

TJ – Training/Demonstration of activities/processes

Non "Title I" Funded Activities

NA – English Learners Program/EL Program Coordinator

NB – Coordinate State Mandated Testing

NC – Master Schedule, Student Placement

ND – Core Materials Management/Library

NE – Student Assistance Program (SAP)
Meetings/MTSS support

NF – Assist the Principal in duties

NI – Other Duties

The option of "TK - Other" has been removed. If the activity/task using Title I funds does not meet the "TA – TJ" codes as defined below, it is recommended the activity/task is categorized using Non-Title I funds.

Time Accounting Log Instructions for Site Based Title I Funded Program Specialists

Site-Based Program Specialists:

The following tables are specifically for Title I activities/task completed by site-based Program Specialists were defined as a result of consultation. The following are suggestions based on collective agreements, please use careful consideration when aligning the tasks being performed with the allowability of the funding source.

Code	Short Description	Activities to Support
TA	Support SSC/SPSA	1. SSC Voting Process: organize, notify, count, follow bylaws for membership for parents and staff 2. Notify community & membership of meetings 3. Plan & Attend SSC meetings 4. SPSA input with administration 5. Implement SPSA goals with principal direction 6. Presentation of SPSA to staff, parents, community
TB	Intervention Programs	1. Identify students for reading intervention 2. Identify students for math intervention 3. Assist intervention teacher: gather materials, room organization, scheduling 4. Assist with assessments and monitoring 5. Ongoing placement and movement from Tier 1, 2, 3 as necessary
TC	Local Assessments (CFA, PSAT, iReady)	1. Scheduling with staff 2. Student Goal Setting 3. Parent Notification of assessments 4. Assist test administration with distractors, make-ups, special education students, small group 5. Assist with creating CFA and administration 6. PSAT-training, inventory & manage materials, prepare students & parents orientation, test administration, collection, and pack test
TD	Data Analysis, Reporting, Distribution	1. CAASPP/SBAC data sort 2. Data for academic conferences, SPSA, summit conferences 3. CELDT data-LTEL data, Newcomers, SMART goals

Time Accounting Log Instructions for Site Based Title I Funded Program Specialists

Code	Short Description	Activities to Support
TE	After School Program	1. Identify, make, distribute permission slips to students for tutoring program with teacher input and MAP data input (End of year & beginning year) 2. Recruit, time sheets, & attendance teachers 3. Establish schedule, planning & prep for tutoring 4. Coordinate Academic Hour with Step-Up facilitator (protocols) 5. Monitor attendance 6. Monitor program implementation of Imagine Learning, Writing, Reading programs 7. Gather materials and other items needed by teachers and students
TF	Supplemental Bilingual Staff Support	1. Schedule bilingual staff with classrooms 2. Monitor logs & instruction of the staff 3. Support instructional strategies implemented by the aides 4. Coordinate training reminders with LDO trainings
TG	Supplemental Support and Interventions	1. ST Math implementation, monitoring, award recognition 2. Compass Learning monitoring 3. Imagine Learning monitoring 4. Rosetta Stone implementation and monitoring 5. AVID training & support 6. GLAD training & support 7. Order Class sets of literature books for UOS
TH	Parent Involvement Activities	1. Parent Needs Assessment: Create, duplicate, distribute, collect, data count, debrief results 2. Follow-up on Parent Needs Assessment 3. Parent Coffee Hour presentations 4. Fund-Raiser Support 5. Workshops: How to help your child in school: math, reading, science, college career, etc.
TI	Technical Support for Instructional Technology & Software	1. ST Math-student log-in, teacher support, home access 2. Illuminate support 3. Synergy Support 4. Google Log-on & GAFE slips 5. Chrome Cart inventory 6. Desktop & computer lab management & monitoring
TJ	Training & Demonstration of Activities & Processes	1. ELD instructional strategies 2. Writing process 3. Number Talks training & demonstrations 4. Planning & prepping

Time Accounting Log Instructions for Site Based Title I Funded Program Specialists

The following tables are specifically for Non-Title I activities/task completed by site-based Program Specialists were defined as a result of consultation. The following are suggestions based on collective agreements, please use careful consideration when aligning the tasks being performed with the allowability of the funding source.

Code	Short Description	Activities to Support
NA	English Learner Program Tasks	1. Sort, distribute, read, sign EL/RFEP Monitoring Forms 2. Duplicate, sort, notify collect, forward, file RFEP parent Notification forms 3. ELAC Meetings: Plan, prep, notify, attend, follow-up 4. ELD Designated Time: Monitor, instructional support, 5. LTEL: Organize extension programs, extended day and summer school 6. EL Accumulative folders are updated with proper documents 7. Coaching & support of Instructional practices specific to EL learners 8. Classroom walks
NB	CELDT Testing: organize, sort, distribute, & secure test materials, parent notification of test	1. CELDT Testing: organize, sort, distribute, & secure test materials, parent notification of test 2. CELDT, verify test list, administer test, training teachers and 45 Day staff 3. CELDT: Grading initials tests 4. Verify Testing scores of incoming students 5. ELPAC: Organize, sort, distribute, & secure test materials, proctors 6. ELPAC: Train staff on test administration, Proctor & Administer Test 7. CAASPP: Train staff on Test administration, proctor, organize master test schedule, Parent Notification of test 8. CAASPP: Test Security Affidavits, TOMS access & support, IEP/504 Accommodations verifications & input to Illuminate 9. CAASPP: IAB & Digital Library support with teachers and in the classroom 10. Pep Rally for SBAC 11. Write & send donation letter for snacks & Order & distribute snacks for SBAC 12. Attendance monitoring during testing & reward recognition 13. Physical Fitness Test support and input data 14. SBAC-Assist with SSID and student log-on

Time Accounting Log Instructions for Site Based Title I Funded Program Specialists

Code	Short Description	Activities to Support
NC	CELDT, verify test list, administer test, training teachers and 45 Day staff	1. Identify & verify CELDT Score data for each classroom 2. Monitor Designated ELD classes 3. Support ELD Instruction 4. Newcomers: verify and place with bilingual aide assistance, place in newcomer group 5. 7th & 8th grade ELD scheduling 6. K-6 Students are in correct designated ELD Synergy courses 7. ELD Classroom Walks with administration
ND	Core Materials Management/Library	1. Locate & distribute textbooks and teacher materials 2. Inventory and manage core and supplemental materials 3. Destiny library student check-in and check-out materials 4. Destiny order student & teacher materials 5. Destiny-overdue charges 6. Order library books 7. Math & Science Inventory & distribution of manipulatives
NE	Student Assistance Program (SAP)	1. Cover/release teachers for SST meetings 2. Data Collection 3. Schedule, contact, attend, follow-up SST & CARE meetings 4. Advocate for students assigned from SAP from Principal 5. Make referrals from SST 6. Attendance Monitoring 7. SST Action implementation for students 8. PBIS committee member

Code	Short Description	Activities to Support
NF	Assist the Principal in Duties	1. Administrator Designee 2. Office assistance 3. Substitute Teaching 4. Release teachers for IEP 5. Student supervision (recess, lunches, passing periods, dismissals) 6. Presentations at staff meetings 7. Student of the Month Assemblies 8. Academic Honor Roll & celebrations 9. College and Career Readiness Activities requested by administration 10. Set-up and assist with Perfect Attendance monitoring, assemblies and awards, End of Year Assemblies, Kindergarten and 8th Grade Promotion, honor roll recognition 11. College & Career Day assistance 12. Assemblies from the community: Dairy Cow, Kaiser Permanente shows, Rotary Read-in 13. REMS Team Responsibilities & lead as assigned for drills & emergencies
NG	Resolve Network Issues	1. Printer set-up & connections 2. Troubleshoot student laptops & desktops 3. Troubleshoot teacher needs
NH	Parent Involvement Activities	1. Instructional Walks 2. Cabinet/Operation/ A-Team meetings 3. PLC Meetings 4. Academic Conferences 5. Leadership Committee 6. Collaborate with Literacy Coach 7. Email communications

Step 6: Recording Hours Worked

Review your calendar and the activities that you have conducted over the course of the day, week, and month.

For the first day worked in the month, record the number of hours for the activity or activities completed for the day. For example, if the first day worked in the month is August 1st you will record the hours in column D for rows 10 – 15 and/or 17 – 22 as it applies and repeat for all the days worked.

<u>Please note</u>: The hours recorded on the Time Accounting Log must accurately reflect *ALL* work performed by the employee for 100% of the hours worked on that day.

In the example below, the employee worked 6 hours per day and the hours were split based on the duties recorded on the employee's calendar. Based on the information provided the employee has a 40/60 split in funding from Title I/LCFF respectively.

Stockton Unified School District

Multi-Funded Time Accounting Log

Name: | **Position:** | **School/Department:**

Employee ID: | **Funding % (A10):** 40 | **Funding % (A17):** 60 | **Funding % Total (A10 and A17):** 100 | **Pay Period:** *August 2017*

Resource and Program	Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	H – Support SSC/SPSA (Title I)	2.00															
	L – Afterschool Program Coordination (Title I)	2.00		1.00	6.00			6.00	6.00	6.00							
	O – Parent Involvement Activities (Title I)		2.00								3.00	3.00					
	I – Coordinate Intervention Programs (Title I)																
Title I																	
	C – Master Schedule, Student Placement (Non-Title I)	2.00									3.00	2.00			6.00		
	F – Assist the Principal in duties (Non-Title I)			5.00								1.00				6.00	6.00
	G – Other Duties (Non-Title I)		4.00														
LCFF																	
	Holiday=H																
	Sick/Personal Necessity Leave=S																
	Vacation=V																
	Extra Hourly (# of hours)																
Pay Period Totals		6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00

Resource and Program	Activity	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	Percentage %	
	H – Support SSC/SPSA (Title I)																		
	L – Afterschool Program Coordination (Title I)												6.00	6.00		4.00			
	O – Parent Involvement Activities (Title I)																		
	I – Coordinate Intervention Programs (Title I)						1.00	0.25	1.00										
Title I																	55.25	0.40	0.04
	C – Master Schedule, Student Placement (Non-Title I)																		
	F – Assist the Principal in duties (Non-Title I)	6.00	6.00						3.00	6.00					6.00	2.00			
	G – Other Duties (Non-Title I)					6.00	5.00	5.75	2.00										
LCFF																	82.75	0.60	
	Holiday=H																		
	Sick/Personal Necessity Leave=S																		
	Vacation=V																		
	Extra Hourly (# of hours)																		
Pay Period Totals		6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	138.00	100.00%	

I hereby certifiy that the above information reflects the total activity for which the employee is compensated and the actual time worked by the employee on each activity or cost objective.

Employee Signature | Date | Supervisor Signature | Date

Directions:

10 and 11 month Employees: When completing Time Accounting Logs for the months of June and July, if there are no work hours a Time Accounting Log is STILL required. To complete the Time Accounting Log, either enter zero (0) for each day or simply handwrite "Did Not Work".

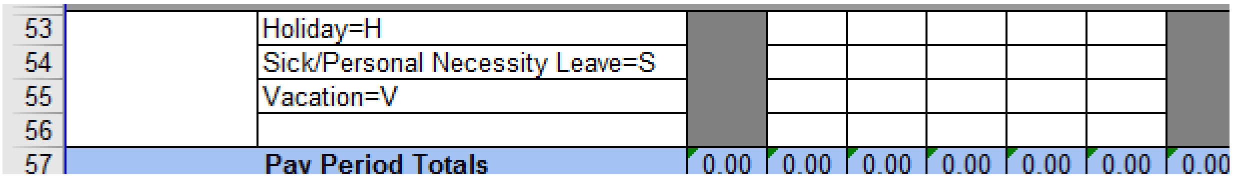
Balancing Time Accounting Log: Ideally, balancing of hours worked is conducted throughout the month as the Time Accounting Log is completed daily or weekly. However, there may be times when the hours worked are heavier in one funding source over another, yet you are required to complete the Time Accounting Log accurately based on the hours and activities worked.

Business Services will review the Time Accounting Logs periodically and will made financial adjustments for that specific period of time.

Step 7: Recording Holiday, Vacation, Sick Hours

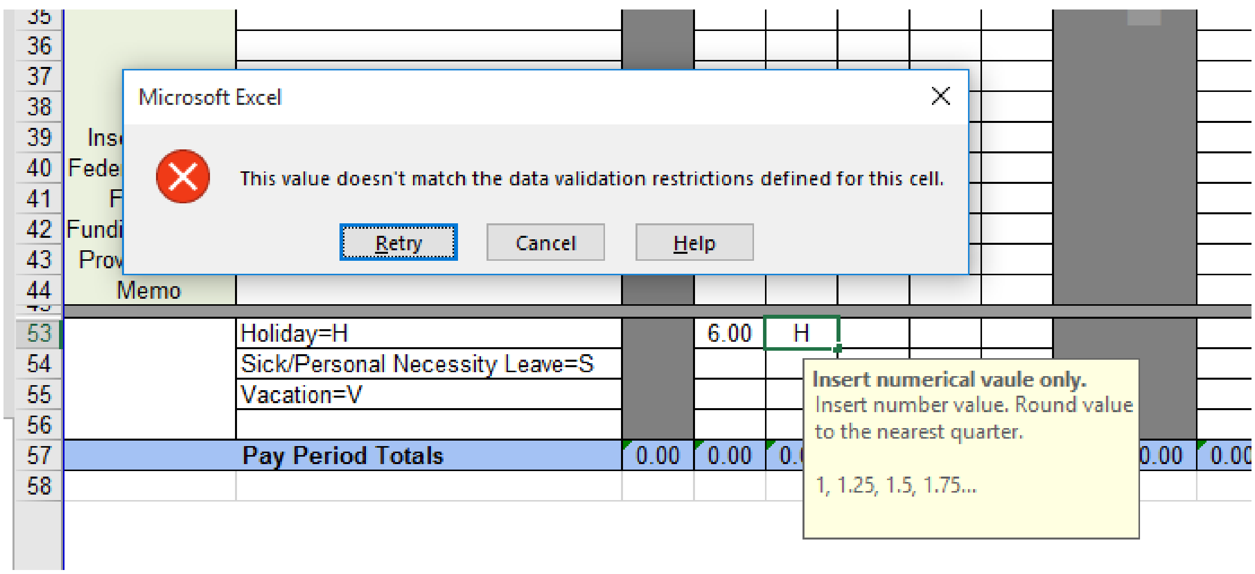
During the course of your work schedule, the use of holiday, vacation and sick hours occur.

The Time Accounting Log, has a section to record these hours beginning on Row 53:



To ensure the hours are recorded accurately and consistently, the Time Accounting Log has been programmed to include reminders and validations.

For example: In Row 53 for Holiday hours, the first column allows for a numerical value ("6") to be entered; however, second column generated an error message when the alphabetic value ("H") is entered.



<u>Please note</u>: Numerical values are only allowed when entering hours worked, holiday, vacation or sick hours.

Step 8: Approvals and Submissions

After completing Steps 1 – 7, the Time Accounting Log must be printed in color, signed and dated by the employee, then forwarded to the employee's program supervisor by the 5th of each month. The employee's program supervisor is the person who has direct knowledge of the duties performed for the reporting period. It is encouraged to provide your calendar to the program supervisor as a frame of reference and supporting documentation.

Important note: Employees AND Program Supervisors will be held accountable for the accuracy of the work performed in compliance with the funding source. It is the responsibility of the employee and program supervisor to fully understand the job description/duty statement and the allowability of activities for that particular funding source. Failure to provide accurate and timely time accounting documentation may result in disciplinary action.

Following the review by the program supervisor the printed color copy of the Time Accounting Log must be signed, then scanned (in color) and e-mailed to: timeaccounting@stocktonusd.net by the 15th of each month.

Please note: No paper copies or black/white scanned documents will be accepted.