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.

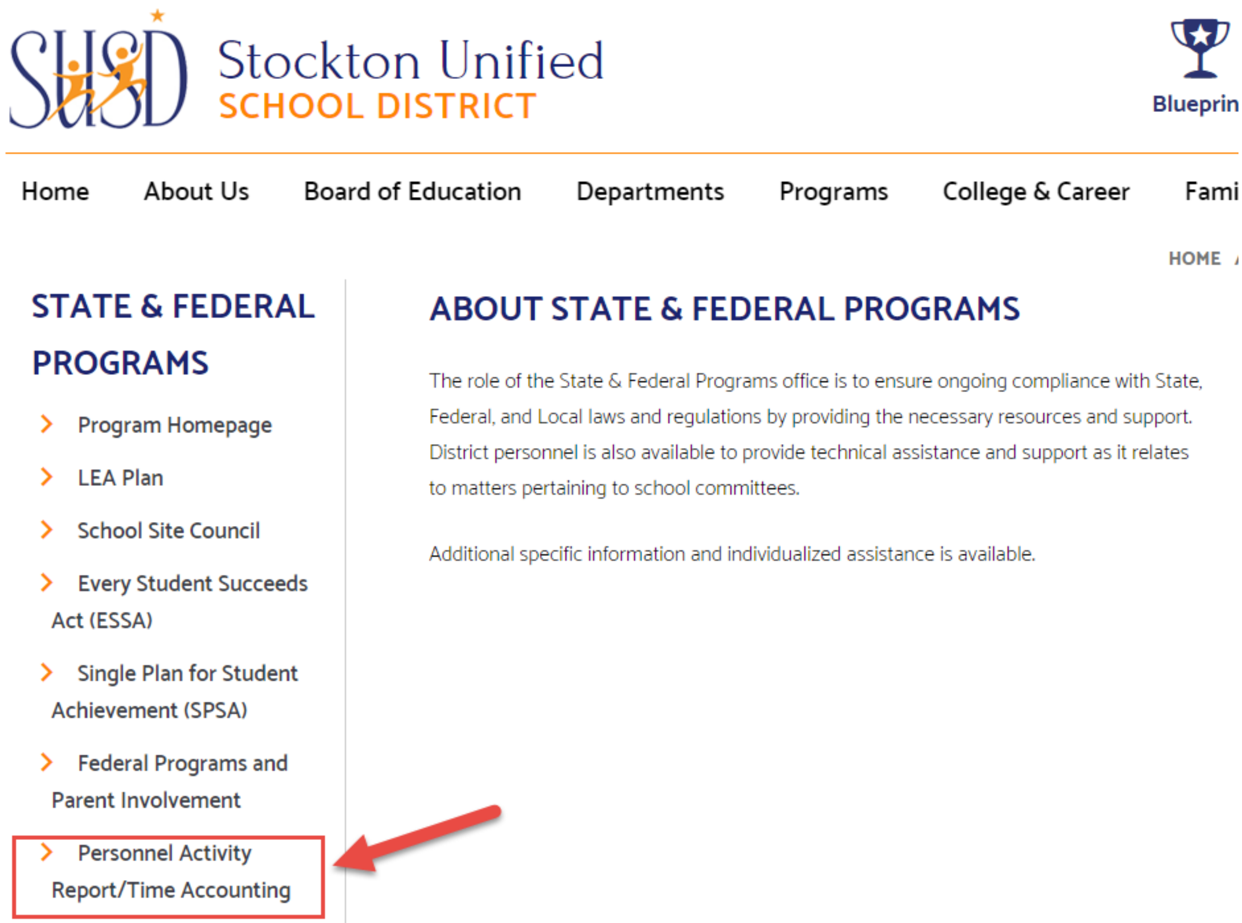
Step 1: Obtain Funding Source and Percentage

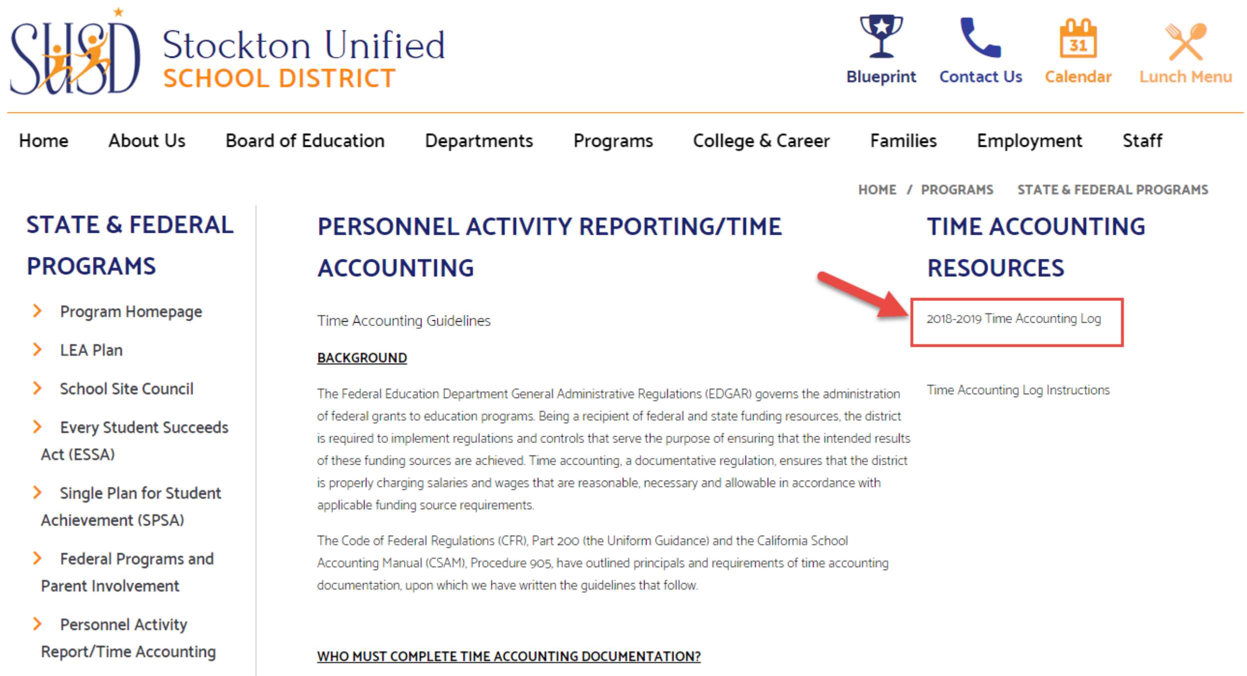
Obtain your funding source and percentage from either:

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

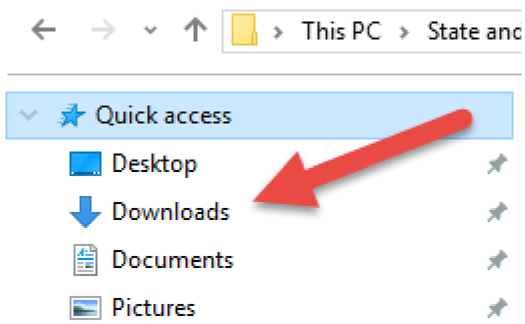
Step 2: Locate the Time Accounting Log

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





- 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.

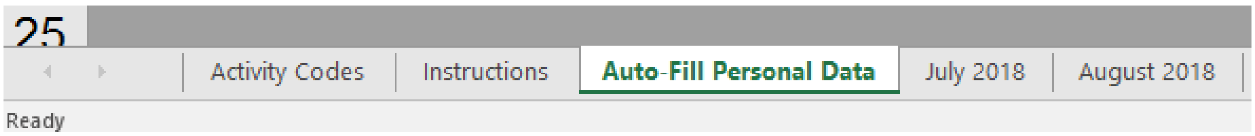
Example: Work performed in August would require the Time Accounting Log for August, even though the document is completed and submitted in September.

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)

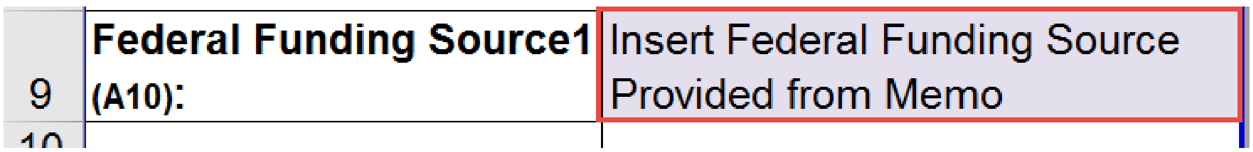
Name:	Insert Name
Position:	Insert Position
School/Department:	Insert School Site or Department
Employee ID:	Insert Full Employee ID Number

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.

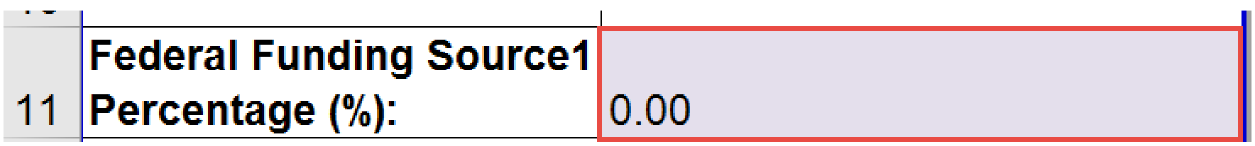
To complete:

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.

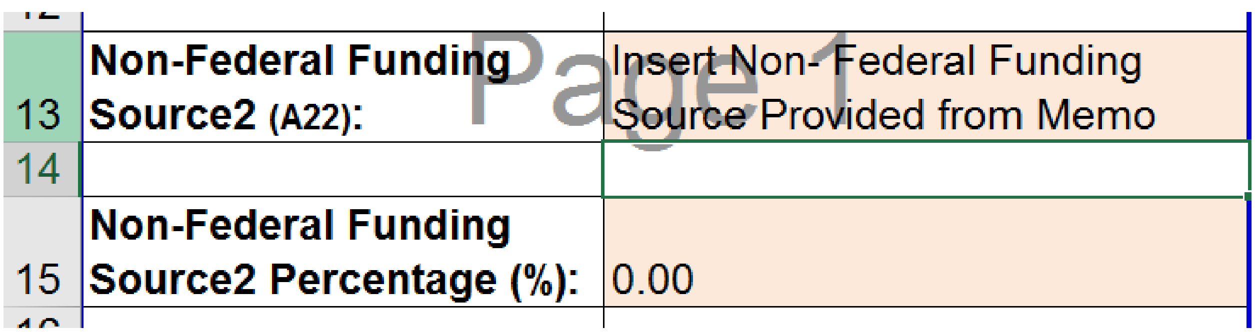


2) Enter (type over) the directions in the purple shaded “Federal Funding Source1 Percentage” field located in the “Autofill Personal Data” (third tab from the left). This action will autofill on each monthly Time Accounting Log worksheet.

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



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



4) Repeat the process for the green shaded fields as described above.

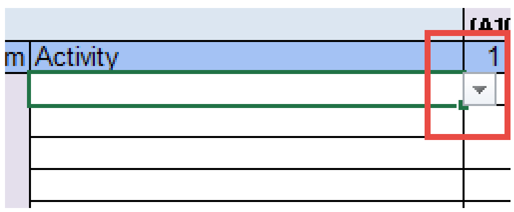
17	**Other Federal or Non-Federal Funding Source3 (A34):**	Insert Other Federal or Non-Federal Funding Source Provided from Memo
18		
19	**Other Federal or Non-Federal SourceFunding 3 Percentage (%):**	0.00

Step 5: Selecting Activity

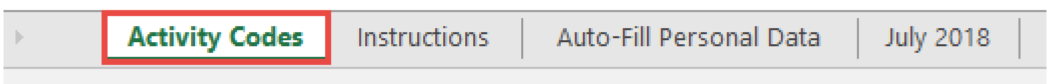
There is a Time Accounting Log for each month; all activity codes have been prefilled to reduce the data entry for the person completing the logs.

Typically:

1) The purple shaded section is federal program related; therefore, “TA – TK” 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.

For the purposes of this instructional document, the activities have been divided into two categories based on “Title I, II, III” or “Titled” funded activities vs. Non “Title I, II, III” or Non “Titled” activities.

Non “Title I, II, III” Activities

NA - English Learners Program

NB - State Mandated Testing

NC - Master Schedule, Student Placement

ND - Core Materials Management/Library

NE - Student Assistance Program (SAP) Meetings

NF - Assist the Principal in duties

NG - Resolve network and software issues

NH - Communicate with Administrators and Teachers

NI - Other Duties

“Title I, II, III” Activities

TA - SSC/SPSA

TB - Intervention Programs

TC - Local Assessments

TD - Data Analysis/Reporting/Distribution

TE - Afterschool Program

TF - Supplemental Bilingual Staff Support

TG - Supplemental Support and Interventions

TH - Parent Involvement Activities

TI - Technical support for instructional technology and software

TJ - Training/Demonstration of activities/processes

TK - Other

Activity Codes | Instructions | Auto-Fill Personal Data | July 2018 | August 2018 | September 2018 | October 2018 | November 2018 | December 2018

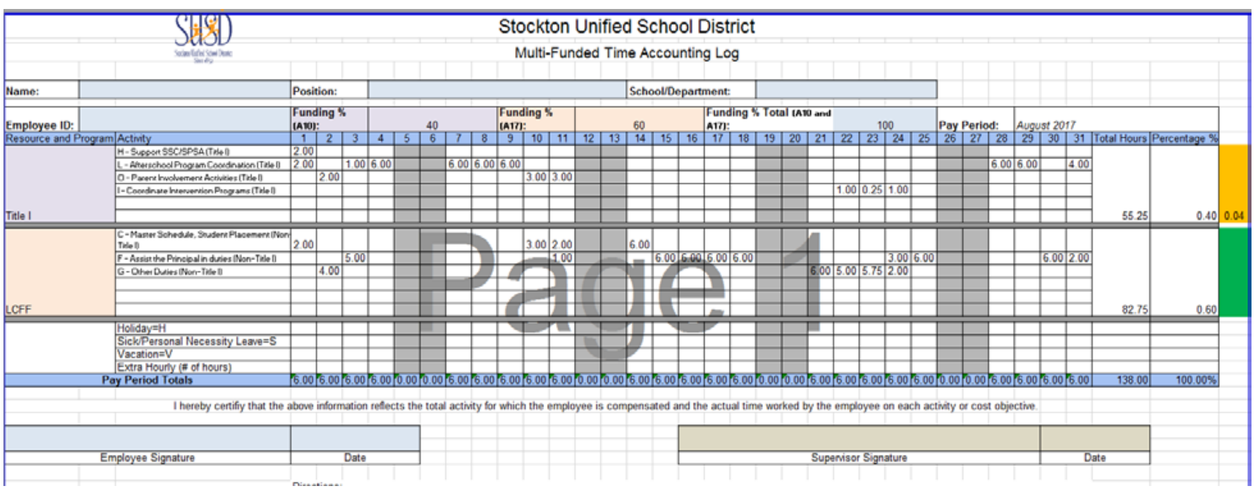
Step 6: Recording Hours Worked

Review your calendar and the activities that you have conducted over the course of the 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.

Please note: 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	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	Percentage %	
	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																			6.00	6.00		4.00			
	O - Parent Involvement Activities (Title I)		2.00								3.00	3.00																							
	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)	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	6.00	6.00						3.00	6.00					6.00	2.00			
	G - Other Duties (Non-Title I)		4.00																			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	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	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 certify 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

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".

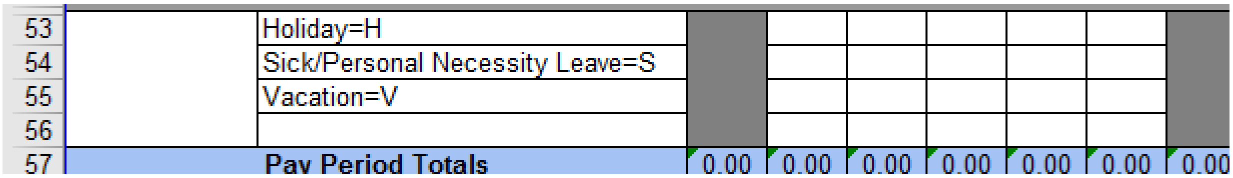
Balancing Time Accounting Log: Ideally, balancing of hours worked is conducted throughout the month as the Time Accounting Log is completed daily or weekly. However, there may be times when the hours worked are heavier in one funding source over another, yet you are required to complete the Time Accounting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

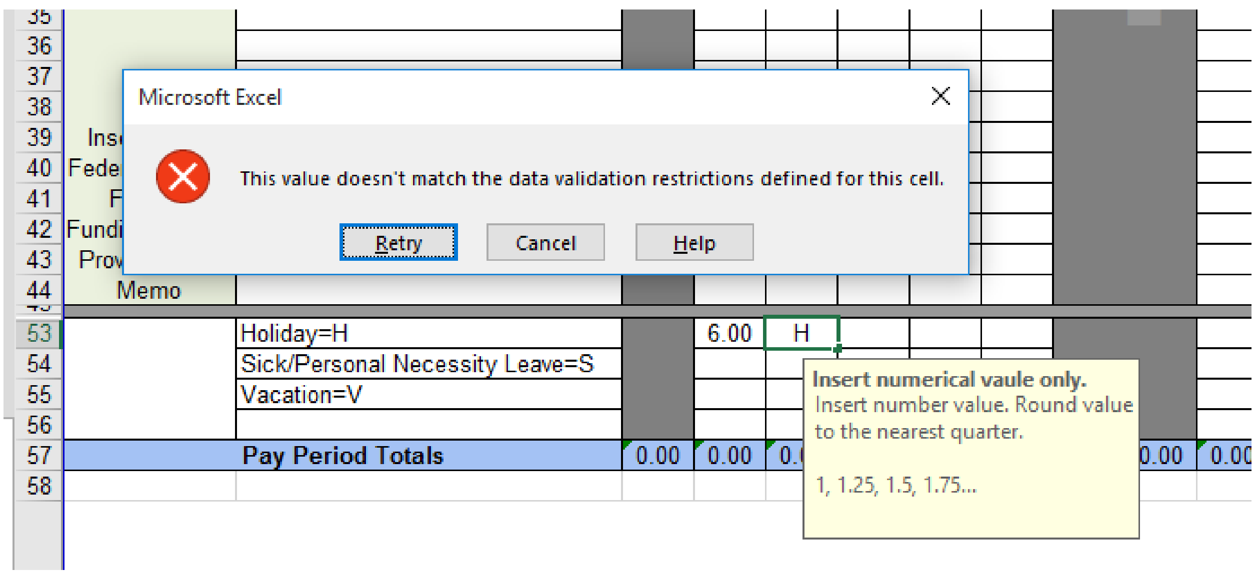
During the course of your work schedule, the use of holiday, vacation and sick hours occur.

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.

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.