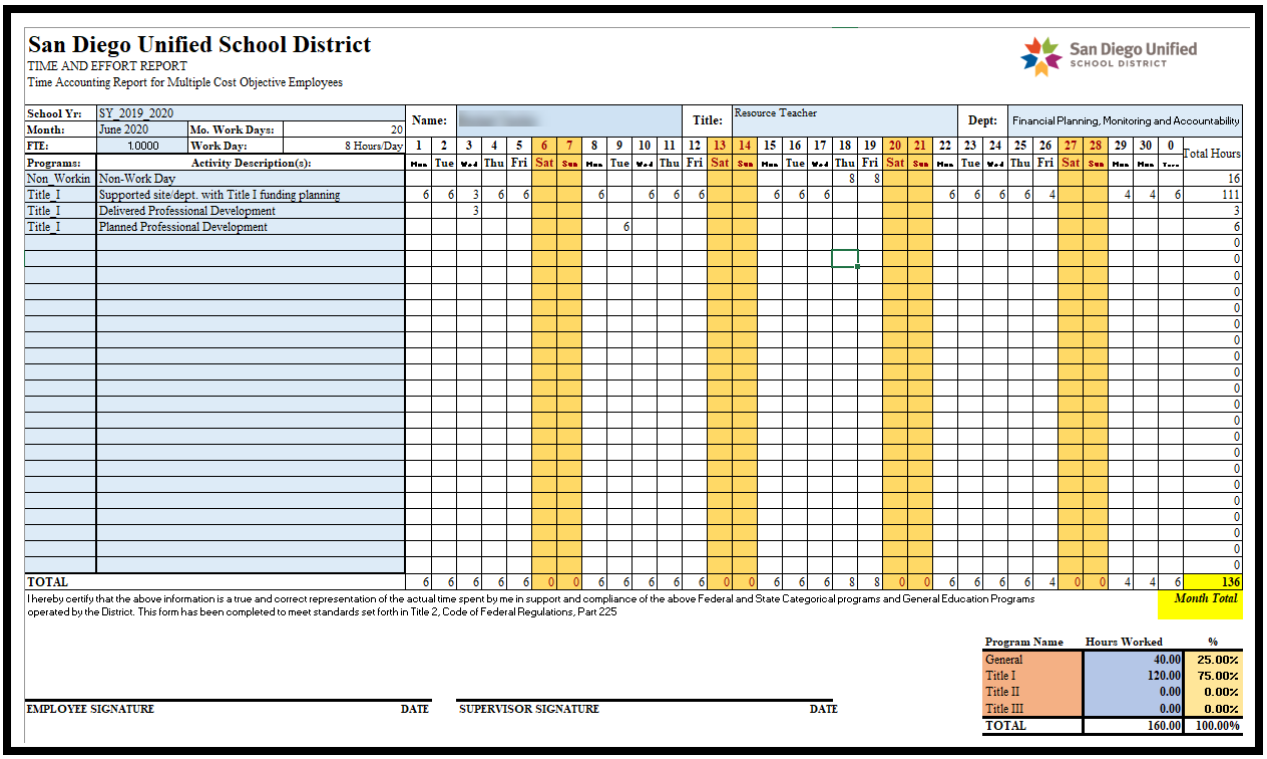
Finance Division
Strategic Planning for Student Achievement

Page 1: To be completed, printed, and signed by employee and supervisor



San Diego Unified School District
TIME AND EFFORT REPORT
Time Accounting Report for Multiple Cost Objective Employees

School Yr:	SY_2019_2020			Name:	[redacted]											Title:	Resource Teacher									Dept:	Financial Planning, Monitoring and Accountability							
Month:	June 2020	Mo. Work Days:	20																														
FTE:	1.0000	Work Day:	8 Hours/Day	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	0	Total Hours
Programs:	Activity Description(s):			Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Mon	Tues	
Non_Workin	Non-Work Day																				8	8													16
Title_I	Supported site/dept. with Title I funding planning			6	6	3	6	6			6		6	6	6			6	6	6					6	6	6	6	4			4	4	6	111
Title_I	Delivered Professional Development					3																													3
Title_I	Planned Professional Development											6																							6
																																			0
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TOTAL				6	6	6	6	6	0	0	6	6	6	6	6	0	0	6	6	6	8	8	0	0	6	6	6	6	4	0	0	4	4	6	136

I hereby certify that the above information is a true and correct representation of the actual time spent by me in support and compliance of the above Federal and State Categorical programs and General Education Programs operated by the District. This form has been completed to meet standards set forth in Title 2, Code of Federal Regulations, Part 225

Month Total

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE

Program Name	Hours Worked	%
General	40.00	25.00%
Title I	120.00	75.00%
Title II	0.00	0.00%
Title III	0.00	0.00%
TOTAL	160.00	100.00%

Page 2: Directions for person completing the form.

San Diego Unified School District

Instructions for Completing the Time and Effort Report

Informational Section (at top):

1) Select the school year from the dropdown menu in the “School Yr” section;
2) Enter the employee’s full name in the “Name” section;
3) Enter the employee’s title in the “Title” section;
4) Select the month from the dropdown menu in the “Department” section;
5) Select the month from the dropdown menu in the "Month" section;
6) Select the employee's FTE from the dropdown menu in the "FTE" section;

Programs/Activities Section (middle):

1) Select the Title (Title I, II or III) from which the employee is funded and for which the activity is allowable in the “Programs” section;
2) Select the description of the activity conducted by the employee in the"Activity Description(s)" section;
3) For the date on which the activity was conducted, enter the number of hours spent on the activity (report to the nearest quarter hour any time less than an hour);
4) Once all entries are completed, review the percentages in the bottom left-hand corner for accuracy;
5) Sign and date the form to indicate accuracy;
6) Make a copy of the form for employee records to keep for 7 years;
7) Submit signed original to supervisor for review, signature, and submission to the SPSA Office.

For questions, contact the Strategic Planning for Student Achievement Office at (619) 725-5605.