

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 11, 2017

To: Principals, Division and Department Heads

Subject: TIME ACCOUNTING CERTIFICATION (TAC) REPORT
JANUARY THROUGH JUNE 2017

Due Date: September 29, 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 January – June 2017 TAC Report with original signatures to:
Financial Planning, Monitoring and Accountability
Attention: Marcellus Walker
Education Center, Room 3150

Due by September 29, 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 **2017 Time Accounting Certification (TAC) Report**. The supervisor must have “first-hand” knowledge of 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.

Beginning this year, you will receive an email with a copy of this circular, an example of the Time Accounting Certification (see Att. 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 (Principals, Division and 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 Att. 1)
- Supervisor's signature and date are **required at the bottom of each page of the TAC Report.**

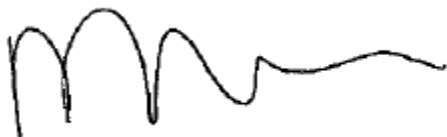
Note: Supervisors cannot certify their work; the page(s) must go to the next level of authority, i.e. Director goes to Branch Head, Principals go to their Area Superintendents, etc. Send page(s) to your next level of authority to certify each month you work. (see Att. 1).

- Send the completed Time Accounting Certification (TAC) Report to:
Financial Planning, Monitoring and Accountability Department
Attention: Marcellus Walker - Education Center, Room 3150
- 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 at mwalker@sandi.net or call (619) 725-7175.

Thomas Liberto, Director
Financial Planning, Monitoring and Accountability

APPROVED:



Debbie Foster, Executive Director
Financial Planning and Development

TL:dab

Att (1)