

ADMINISTRATIVE CIRCULAR NO. 38
Office of Strategic Planning for Student Achievement

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 27, 2023

To: Principals, Area Superintendents, Division and Department Heads

Subject: TIME ACCOUNTING CERTIFICATION (TAC) REPORT FOR
SCHOOL SITES: JULY THROUGH DECEMBER 2022

**Department and/or
Persons Concerned:** Principals, Area Superintendents, Division and Department Heads

Due Date: May 31, 2023

References: OMB circular A-87, Education Code Section 52853

Action Requested: **Review and sign** Allocations Status by Assignment Reports for every month requested confirming the job code description and resource(s) used to fund each employee.

**Return July - December 2022 Allocations Status by Assignment
Reports with signatures to:**
Strategic Planning for Student Achievement
Attention: Patricia Rashid
Eugene Brucker Education Center, **Room 3126**

Brief Explanation:

Beginning September 1, 2018, a revised process was established to obtain time certification information for the district. The Allocation Status by Assignment Report (ASAR) lists each employee that is funded from **categorical resources** along with the resource(s) used to pay them. The Allocation Status by Assignment 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(s) 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 **Allocations Status by Assignment 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 Allocations Status by Assignment Report, please follow the Job Aid included with this circular (see Attachment 1).

Action to be taken by the Principal:

- Review your site's Allocations Status by Assignment Report monthly and review 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.
- **Sign the last page of each of the monthly Allocations Status by Assignment Report.**
- Return the signed Allocations Status by Assignment Reports for July – December 2022 by May 31, 2023 to:

Strategic Planning for Student Achievement
Attention: Patricia Rashid
Eugene Brucker Education Center, **Room 3126**

- Maintain a copy of the signed Allocations Status by Assignment Reports for **seven (7) years.**

Questions regarding this procedure should be directed to **Patricia Rashid** via email prashid@sandi.net or call (619)725-7568.

APPROVED:



Thomas P. Liberto
Director, Strategic Planning for Student Achievement

Attachments:

Attachment 1: [Job Aid – Allocation Status by Assignment Report](#)