

<b>Routing:</b> Principals, Area Superintendents, Division and Department Heads	<b>SITE OPERATIONS  BULLETIN</b>  <b>School Year 2023-2024</b>	<b>BULLETIN  NUMBER: 38</b>  <b>DATE:</b> September 7, 2023  <b>DUE DATE:</b> <b>Upon Receipt</b>
---	--	---

**Title:** TIME ACCOUNTING CERTIFICATION (TAC) REPORT FOR SCHOOL SITES: JANUARY - JUNE 2023

**Issuing Department:** Equity, Access & Opportunity Division  
Strategic Planning for Student Achievement Department

**Reference:** OMB Circular A-87, Education Code Section 52853  
[OMB Circular \(whitehouse.gov\)](https://www.whitehouse.gov/presidential-action/omb-circular-a-87/)

**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 January - June 2023 Allocations Status by Assignment Reports with signatures to:**

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

**Summary:**

The principal and/or area superintendent 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 principal and/or area superintendent must verify the duties performed and the salary funding source(s) per employee.

**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, area superintendents, or division/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).

**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 Report for January – June 2023 upon receipt to:

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

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

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

Website Reference: [Time Accounting Procedures Link](#)

For more information about this circular, contact:

	Primary Contact	Backup Contact
Name:	Thomas P. Liberto	Patricia Rashid
Title:	Director	Administrative Assistant I
Department:	Strategic Planning for Student Achievement	Strategic Planning for Student Achievement
Phone:	(619) 725-5605	(619) 725-7598

Email:	tliberto@sandi.net	prashid@sandi.net
--------	--------------------	-------------------