


Equity, Access & Opportunity
Strategic Planning for Student Achievement (SPSA)
2023-24 -Time and Effort Report for Multi-funded Employees
(Revised 08/14/23 to include GF calculation)

Page 1: To be completed, printed, and signed by the employee and supervisor. [*12-Month TER-2023-24](#)

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



School Yr:	SY 2023 2024	Use TABs below to select correct Month:	Name:	Title:	Dept:																														
Month:	July 2023	Mo. Work Days:																																	
FTE:	1.0000	Work Days:	8 Hours/Day																																
Programs:	Activity Description(s):		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	
Non Working - Floating Holiday																																			0
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Page 2: Directions for completing the TER.

**San Diego Unified School District
FY 2023-24**

Time and Effort Report (TER) for Multi-funded Employees
Directions for Completing the TER
(Revised 8/14/23 to include the General Fund calculation)

Click on the [TER Calendar](#) link.

TER Calendar (*12-Months-TER 23-24 Master) is pre-populated for the current school year – 2023-24.

Informational Section (top):

1. The school year is pre-populated 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. Use the drop-down menu in the "Department" section;
5. *(Back at the top left of the TER)* Double check that the "Month" dropdown is the same as tab you selected at the bottom of the report.
6. Select the employee's FTE from the dropdown menu in the "FTE" section.



Programs/Activities Section (Middle):

1. Click on the blue dropdown menu under the "Activity Description(s)" column to select the program/description of activity conducted by the employee;
2. 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);
3. Time not spent on the selected Title program/description automatically calculates to general fund. Please verify that this calculation is correct;
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 your supervisor for review, signature, and submission to the Strategic Planning for Student Achievement (SPSA) department.

Please send originals with **wet** signatures to:

Strategic Planning for Student Achievement (SPSA)
Ed Center – Room 3126

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