

### Attachment 1 – Revised Time and Effort Report

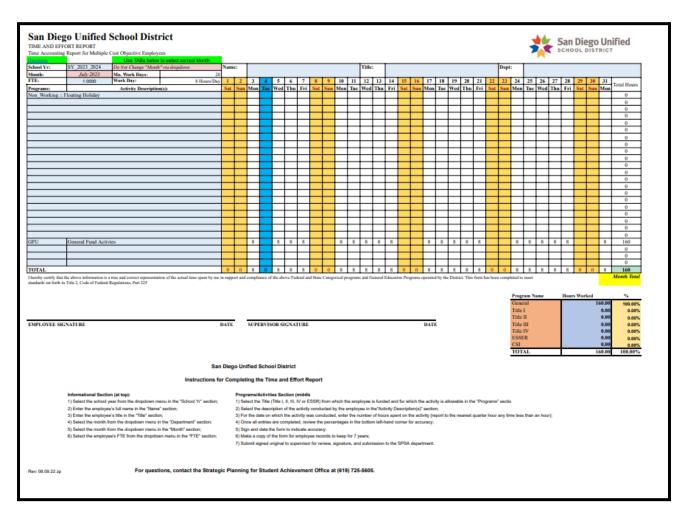
Report Sample - Pg. 1

# 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. <u>\*12-Month TER-2023-24</u>





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;
- (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):

- Click on the blue dropdown menu under the "Activity Description(s)" column to select the program/description of activity conducted by the employee;
- For the date on which the activity was conducted, enter the number of hours spent on the activity (report to the nearest quarter hour ay time less than an hour);
- Time not spent on the selected Title program/description automatically calculates to general fund. Please verify that this calculation is correct;
- Once all entries are completed, review the percentages in the bottom left-hand corner for accuracy;
- Sign and date the form to indicate accuracy;
- Make a copy of the form for employee records to keep for 7 years;
- 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.