SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

**Personnel Activity Report**

**(Bond Funded - Monthly Time Accounting)**

 **Employee Name: «First» «Last»**

 **(Name as shown on payroll records)**

 **Department or Division: «Location»**

 **(If applicable)**

 **Description of job duties/responsibilities: «Title»**

 Monthly Report ¹: From**: «From»** To: **«To»** School Year:

 **Funding Source Percent of Effort ² Hours/Days Worked**

 (Check 🗹 all that apply)

 🞏 **«Funding\_Source» «Percent»% «Hours» Hours**

🞏 **«Funding\_Source1» «Percent1»% «Hours1» Hours**

 🞎 **«Funding\_Source2» «Percent2»% «Hours2» Hours**

 🞎 **«Funding\_Source3» «Percent3»%** **«Hours3»** **Hours**

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| **I hereby certify that this report is an after-the-fact determination of 100% of actual effort expended for the period indicated and I have full knowledge of all of these activities.**  |
|  |  |  |  |  |
|                                      |     /    /     |  |                                      |     /    /     |
| **Employee Signature** | **Date Signed** |  | **Responsible Official** ³ «Last» | **Date Signed** |
|  |  |  |  |  |

¹ Report must be prepared monthly

² Percent of employee’s time performing activities funded by Funding Source listed

³ Supervisory official having first-hand knowledge of the activity performed by the employee

**Instructions**:

1. Indicate hours/days worked and percentage of hours worked by program for the month.
2. Brief description of job duties/responsibilities preformed during hours worked.
3. Sign and date form. Submit to your supervisor at the end of each month.
4. Supervisor signs form and **sends forms to Accounting Services, Box 802A**.