<table>
<thead>
<tr>
<th>State &amp; If Federal Reviews and Approves TAL.</th>
<th>Approval Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP uploads all completed monthly TALs to</td>
<td>State &amp; Review and</td>
</tr>
<tr>
<td>SQA Shared &quot;Google Folders&quot; by February 20th.</td>
<td>TAL uploaded to shared drive for</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Administrative Designee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP submits TAL to principal for digital</td>
<td>Employee provides TAL to</td>
</tr>
<tr>
<td>AP Reviews TAL for completion of all sections</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAL is completed by the employee:</th>
<th>Employee completes TAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The date on the TAL should be the date the</td>
<td></td>
</tr>
<tr>
<td>employee emails TAL to the AP.</td>
<td></td>
</tr>
<tr>
<td>Once TAL is completed and signed, the</td>
<td></td>
</tr>
<tr>
<td>The digital template also calculates totals</td>
<td></td>
</tr>
<tr>
<td>Complete all sections of each template</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriate TAL Template:</th>
<th>Template needs to be completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP will provide an electronic copy of the</td>
<td></td>
</tr>
<tr>
<td>school site and teachers at least one class.</td>
<td></td>
</tr>
<tr>
<td>Pre-determined TAL – Staff member is at a</td>
<td></td>
</tr>
<tr>
<td>reach a class (classroom or certificated)</td>
<td></td>
</tr>
<tr>
<td>Full Release Template – Staff member does not</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review PAR, funding percentage breakdown</th>
<th>Determine Funding Percentage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The administrative assistants can provide a</td>
<td></td>
</tr>
<tr>
<td>Review PAR to determine start date of funding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time Accounting Log Quick Guide
Substantially Different Activities:

**Community Resource Facilitator-5**
- **Classified Staff**
  - Support active street team to visiting community
- **Substantially Different Activities**

**After School Coordinator-2**
- Assist in the distribution of student and family resources and materials during distance learning.
- Provide substitute education and support with the distribution of distance learning.
- Support and arrange visits to the surrounding community.
- Assist in the development of students and families to access distance learning.
- Substantially Different Activities:

**Attendance Coordinator-4**
- Oversee the distribution of student and family resources and materials during distance learning.
- Support and arrange visits to the surrounding community.
- Substantially Different Activities:

**MS Resilience Resource-2**
- Oversee the distribution of student and family resources and materials during distance learning.
- Support and arrange visits to the surrounding community.
- Substantially Different Activities:

**Nurse-5**
- Oversee the distribution of student and family resources and materials during distance learning.
- Support and arrange visits to the surrounding community.
- Substantially Different Activities:

**School Site Counselor-25**
- Oversee the distribution of student and family resources and materials during distance learning.
- Support and arrange visits to the surrounding community.
- Substantially Different Activities:

**Certified Staff**
- Oversee the distribution of student and family resources and materials during distance learning.
- Support and arrange visits to the surrounding community.
- Substantially Different Activities:

**Administrative Staff**
- Oversee the distribution of student and family resources and materials during distance learning.
- Support and arrange visits to the surrounding community.
- Substantially Different Activities:

CARES 3220 CRF
**Step 1: List month and School Year**

- 2020-2021

**Step 2: Complete**

- Fill in the form with appropriate details.

**Step 3: List Activities**

- Refer to Duty Statement.

**Step 4: Pulldown Menu**

- Match PAR Funding.

**Step 5: Pulldown Menu**

- Match Activities Above.

**Step 6: Input time for each activity**

- Enter the hours spent on each activity.

**Step 7: Auto Fill**

- Total per Day and Month.

**Step 8: Auto Fill**

- Percent of Time should match percent on PAR Funding.

---

**Thank you for your attention and efforts.**

**Note:** Employee must account for the total activity for which each employee is compensated.

*Updated: 8/24/2020*
### Step 2: Input and Schedule

- Fill in the date and type the table is completed.
- Signatures and dates should be signed and dated.

### Step 3: Site & Date

- Site name and date should be filled in.

### Step 4: Input Class

- Input the class with a code.

### Step 5: Input Percent

- Input the percent for each class.

### Step 6: Input Percent and Total

- Fill in the percent and total for each row.

### Table Example

<table>
<thead>
<tr>
<th>Course/Activity</th>
<th>Funding Source</th>
<th>Type</th>
<th>General Fund</th>
<th>LFAC</th>
<th>Asset</th>
<th>SED</th>
<th>CARES</th>
<th>ASSESS</th>
<th>Title I</th>
<th>Title II</th>
<th>Title III</th>
<th>Title IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
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<td>0%</td>
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<tr>
<td>20%</td>
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<tr>
<td>20%</td>
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<td>20%</td>
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<td>40%</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Additional Information

- Step 7: Auto Fill Total
- Period 1 to 7 Periods
- Teaching 1 to 7 Periods
- Distance Learning Monthly Certification Form
- Sweeter Union High School Employee Worksheet

---

**Note:** This document appears to be a form for tracking and certifying teaching hours and activities. It includes a table for inputting various data related to courses, funding sources, and activity types. The form is designed to be filled out by employees and supervisors to ensure accurate record-keeping.
### Compensated Time Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Overtime</td>
</tr>
<tr>
<td>B</td>
<td>Compensated</td>
</tr>
<tr>
<td>C</td>
<td>Holiday</td>
</tr>
<tr>
<td>D</td>
<td>Duty (Y)</td>
</tr>
<tr>
<td>E</td>
<td>Vacations</td>
</tr>
</tbody>
</table>

### Instructions

1. Document each day for the entire month.
2. Total hours must equal your total which you are being compensated for. Round to the 1/4 hour.
3. Document compensated time off with the applicable code.
5. Holidays are already marked. If you are not contracted over Intersessions do not mark any hours-leave blank.

### Period Covered

July 1 - 31, 2020

### Employees Name

Sweatwater Union High School District

### Monthly Certification Form

PERSONNEL ACTIVITY REPORT - DISTANCE LEARNING FULL TIME RELEASE

---

**20-21 Distance Learning TAL CARDS-3220 Full Release**

---

**View only**

---

**2021 Distance Learning TAL CARDS-3220 Full Release**

---

**Google Sheets**

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**2/21/2021**
What is the purpose of Time Accounting Log?

Time Accounting Log Funding

Any SHSD staff member then is funded with Federal Funds.

CARES 2020 (new funding 2020-21)

VIPS (069) AVS

- CSP (T12)

Title I (4.27)

- Title III (6.20)

- Title II (6.08)

- Title I (5.12)

Resource Request:
- Communities
- Education on Federal Requirements
- The Election Commission Process

ASSIST/ASSET Communities

When accounts a Time Accounting Log?

The Time Accounting Document will be reported during SHSD's Financial Audit by the CDE.

- Any balance left from Federal Programs
- Any salary or expenses directed, administrated, and approved by the SHSD's Financial Audit by the CDE.
Monthly Peer marijuana TAL

The form must be completed monthly and turned into the TAL department.

Full Release TAL

Determine which TAL needs to be completed

Step 3
Instructions for Completion of TAL

Full Release TAL Template

This form must be completed monthly and mailed into SGE department.

- Class size over 100
- Self-member does not teach a class

Full Release Monthly TAL
Disease Learning - Submission of TALs

Requirement of Time Accounting Logs

Full Release TAL Template

Date the TAL is completed

Signature of Employee

Signature of Accessory

Signature of Accessory (for travel)

Direct Signature (for travel)

Date of Direct Signature

Date

Date

Date

Date