



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Monthly Time and Effort Reporting (TER) Documentation Form (BOND-FUNDED EMPLOYEES)

This form is to be completed at the end of each MONTH.

Name of Employee: _____

Employee ID: _____

Compensation percentage from each source (complete all that apply):

BOND FUNDS ___% OTHER FUNDS ___% STIPEND ___ Hour

TIME AND ATTENDANCE FOR BOND FUNDED WORK

Certification Period: FROM: _____ THROUGH: _____

Type of Schedule: Daily Weekly Biweekly Monthly

Fund Code/Project Name	Chart of Account #	Distribution of Time
		%
		%
		%
Total:		100%

JOB OBJECTIVES COMPLETED (Description of Services Completed):

I certify that I performed work consistent with the job objectives and as distributed in the above percentage during the Certification Period.

SIGNATURE OF EMPLOYEE: _____ Date: _____

Printed Name of Employee: _____

I certify that I have firsthand knowledge that the above employee performed work consistent with the job objectives and as distributed in the above percentages during the Certification Period.

SIGNATURE OF SUPERVISOR: _____ Date: _____

Printed Name of Supervisor: _____

(Note: Please attach supporting documentation as applicable – copies of time sheets.)