



BURKBURNETT INDEPENDENT SCHOOL DISTRICT
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BURKBURNETT

INDEPENDENT SCHOOL DISTRICT

2016-17 FEDERAL/STATE GRANT TIME & EFFORT SCHEDULE

Time & Effort Semi-Annual Certifications for single-cost objective employees and the Substitute System Time & Effort Certifications for multiple-cost objective employees and a "snapshot" weekly schedule are required in our district to be completed 4 times per year. The schedule below indicates the dates the certifications and schedules will be emailed to each employee and when they are due back to the Grant Manager or designee. (Funds 161, 224, 225 will be emailed from and sent back to Donna Perkins and Audrey Ash; Funds 205, 211, 240, 255, 288, 429 will be emailed from and sent back to Angie Jordan.)

<u>Certification Title:</u>	<u>Emailed Date:</u>	<u>Date due:</u>	<u>Date for Semi-Annual Form:</u>
Fall Preliminary Certifications	9/29/2016	10/10/2016	10/3/2016
Fall Final Certifications	12/12/2016	1/9/2017	1/9/2017
Spring Preliminary Certifications	3/1/2017	3/8/2017	3/3/2017
Spring Final Certifications	5/15/2017	5/30/2017	5/30/2017

Each Certification must be signed and dated by the employee and the employee's supervisor. Each Schedule must be signed and dated by the employee and attached to the Certification before being sent to Grant Manager or designee. Since the Certifications and Schedules must be dated "after-the-fact" the dates will be filled in before the forms are emailed.