CLINT INDEPENDENT SCHOOL DISTRICT

EXTRA DUTY PAY – Time & Effort Certification

Time Distribution Reporting for Extra Duty Activities

2025-2026 School Year

Program Name: _____

Campus/ Department: _____ Federal Program & Funding Source: _____

Program Start Date: _____ Program Ending Date: _____

Time distribution reporting for federally funded activities: According to federal requirements, employees paid 100% from a federal grant program/fund are required to certify in writing that they performed only duties related to that funding source for that given period as outlined on the job description. This includes any Extra Duty pay for supplemental programs such as Fall, Spring, or Summer Intersession/School, Enrichment programs, Professional development, Planning and any related activities, if applicable.

Employee Name	Title	Employee Signature	Date

_____ _____ _____

*Supervisor Signature Print Name Date

I certify that the employee(s) listed above worked 100% of their time on activities authorized by the federal grant program listed above pursuant to requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Education Department General Administrative Regulations (EDGAR) with regard to time and effort certification.

*To be signed by the supervisor who has *first-hand knowledge* of employees working 100% of their time on identified programs and activities from the federal grant funding source for the given period as stated above.

_____ _____ _____

Director of Federal Programs Print Name Date

Federal Time and Effort Reporting Guidance Handbook for Local Education Agencies

Revised July 2025