



Clint Independent School District  
Department of Federal Programs

## 2023-2024 Timeline for Submission of Tutoring Extra Duty Forms & Time and Effort Forms

### Campus Only

\*\*\*If a timesheet is used instead of TrueTime send the original timesheet to Payroll Department via interoffice mail and scan a copy to the purchase order in Skyward. Once you have processed your POs and Teachers have been approved Payroll Dept adds them to the timekeeping rule so they can clock in and out, all time sheets must be approved/received by 4:00 pm on Monday afternoon.

Date(s) to submit PAFs in Skyward (PO)	Grading Period Start Date	Grading Period End Date	Date(s) to submit Invoice Recap by Clint ISD email to General Ledger Clerk	Due Date(s) to submit Time & Effort Forms to Title I Clerk	Central Office Only Due Date to Close Purchase Order(s) (PO)
<b>1st Grading Period</b>					
<i>Use 2022-2023 Funding until August 31st - PAFs must be submitted (in Skyward) 2 weeks before 1st day of tutoring</i>	7/24/2023	8/31/2023	9/7/2023	9/14/2023	9/15/2023
	<b>CECA ONLY</b>				
	7/31/2023	8/31/2023	9/7/2023	9/14/2023	9/15/2023
<b>Start using 2023-2024 Funding starting Sept 1st - PAFs must be approved 2 weeks before 1st day of tutoring</b>					
8/23/2023	9/1/2023	9/23/2023	9/29/2023	10/6/2023	10/9/2023
<b>CECA ONLY</b>					
8/23/2023	9/1/2023	9/30/2023	10/6/2023	10/13/2023	10/16/2023
<b>2nd Grading Period</b>					
9/11/2023	9/25/2023	12/20/2023	1/10/2024	1/17/2024	1/19/2024
<b>CECA ONLY</b>					
9/18/2023	10/2/2023	12/16/2023	1/12/2024	1/19/2024	1/22/2024
<b>3rd Grading Period</b>					
12/6/2023	1/3/2024	3/2/2024	3/22/2024	3/28/2024	4/4/2024
<b>CECA ONLY</b>					
12/4/2023	1/8/2024	3/9/2024	3/22/2024	3/28/2024	4/2/2024
<b>4th Grading Period</b>					
2/20/2024	3/18/2024	5/29/2024	6/6/2024	6/13/2024	6/14/2024
<b>CECA ONLY</b>					
2/26/2024	3/18/2024	5/24/2024	5/31/2024	6/7/2024	6/10/2024