



ASCENDER - First Payroll of the School Year (July Start LEAs)

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Created: 10/16/2023

Reviewed: In Progress

Revised: In Progress



CAUTION: Do not begin this process until the following processes are complete:

- If applicable or if your LEA processes monthly accruals, ensure that the [End-of-Year \(EOY\) Accruals for June Year-End LEAs](#) process is complete.
- Ensure that the [Finance EOY Process](#) is complete.

The purpose of this document is to guide you through the necessary steps to process the first payroll of the school year for July start LEAs. All steps in this guide are based on the [First Payroll of the School Year \(September Start LEAs\)](#) guide. This version has been specifically formatted for July Start LEAs.

Note: Certain steps in this guide must be reviewed again as each group of employees begins their new pay cycle (e.g., July, August, and September contract start dates).

In addition to the above processes, the following steps should be completed prior to continuing with this process.

- Update termination dates and reasons on the [Personnel > Maintenance > Employment Info](#) page for all employees who are no longer with the LEA. Also, ensure that all applicable end dates are updated for TSDS reporting purposes. For example, responsibility records, paraprofessional and auxiliary roles.
- Verify that the budget is moved to Finance.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

