



ASCENDER GUIDES



December

Table of Contents

December	i
December	1

December

From August Year-End Doc →

- W-2 preparation: balance payroll for each month, quarter, and the year.
- Complete the Human Resources calendar year-end checklist.
- Complete the time and effort documentation for those employees paid wholly or partially through federal grants who may use semi-annual certifications rather than monthly records of time and effort, and perform any required payroll adjustments.
- During the break, check the mail for unemployment filings to allow the LEA sufficient time to respond. </div>