



ASCENDER GUIDES



December

Table of Contents

December i

December 1

December

[Homepage](#)

- [Jul](#)
- [Aug](#)
- [Sep](#)
- [Oct](#)
- [Nov](#)
- [Dec](#)
- [Jan](#)
- [Feb](#)
- [Mar](#)
- [Apr](#)
- [May](#)
- [Jun](#)

- ☐ 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>