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December

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The following business tasks have been identified for the month of December. Use the checklist to ensure that the tasks are addressed, if applicable.

❑ 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.