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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 employees who are paid wholly or partially through federal grants, and who may use semi-annual certifications rather than monthly records of time and effort. Perform any required payroll adjustments.

❑ During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.