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# December

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

| Application(s) | Task |
|---|---|
| **Finance, Human Resources** | ❑ W-2 preparation: balance payroll for each month, quarter, and the year.<br><br>❑ Complete the Human Resources calendar year-end checklist.<br><br>❑ 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.<br><br>❑ During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond. |
| **Finance** | ❑ Continue the audit tasks.<br><br>❑ Begin preparing for the indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.) |