



ASCENDER GUIDES



July

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July

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

Application(s)	Task
Finance	<ul style="list-style-type: none"> <li data-bbox="395 521 1029 555"><input type="checkbox"/> Chapter 41 districts make the sixth payment. <li data-bbox="395 589 1241 622"><input type="checkbox"/> Set up any new grants as approval notifications are received. <li data-bbox="395 656 1284 689"><input type="checkbox"/> File transportation services route services report. (Due Aug 1st.) <li data-bbox="395 723 1460 790"><input type="checkbox"/> Update budget and template estimates for certified values. (Due by July 25th from CAD.)
Human Resources	<ul style="list-style-type: none"> <li data-bbox="395 813 1212 846"><input type="checkbox"/> Second quarter payroll reports for 941 and unemployment. <li data-bbox="395 880 813 913"><input type="checkbox"/> Report new contracts to TRS. <li data-bbox="395 947 750 981"><input type="checkbox"/> Payoff any terminations. <li data-bbox="395 1014 1332 1048"><input type="checkbox"/> Update leave on the current year service records if already created.