



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  |
|------------------------|---|
| <b>Finance</b>         | <input type="checkbox"/> Chapter 41 districts make the sixth payment.<br><input type="checkbox"/> Set up any new grants as approval notifications are received.<br><input type="checkbox"/> File transportation services route services report. (Due August 1st.)<br><input type="checkbox"/> Update budget and template estimates for certified values. (Due by July 25th from CAD.) |
| <b>Human Resources</b> | <input type="checkbox"/> Second quarter payroll reports for 941 and unemployment.<br><input type="checkbox"/> Report new contracts to TRS.<br><input type="checkbox"/> Payoff any terminations.<br><input type="checkbox"/> Update leave on the current year service records if already created.  |