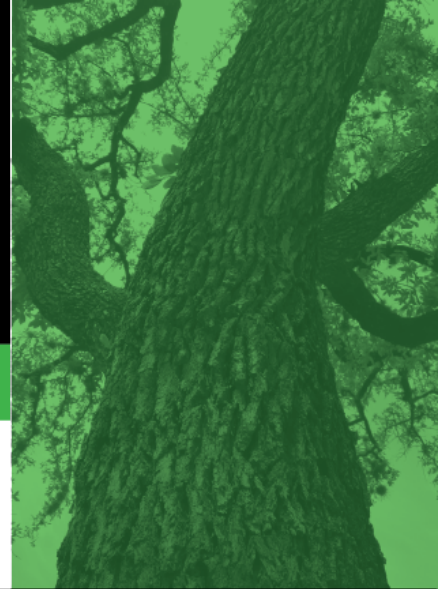




ASCENDER GUIDES



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The following business tasks have been identified for August. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

- ☐ [Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll Checklist](#)
- ☐ [First Payroll of the School Year \(July Start LEAs\)](#)
- ☐ [August TRS Reporting Process](#)

Application(s)	Task
Finance	<input type="checkbox"/> Excess Wealth districts make the seventh payment. <input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed. <input type="checkbox"/> Make district bond payments by required dates according to the debt schedule. <input type="checkbox"/> Submit estimate of tax collections by TEA deadline (typically August 31st) report Sep-Aug or Jul-Jun.
Payroll & Personnel	<input type="checkbox"/> Pay comp time if applicable. (payroll run) <input type="checkbox"/> Report new contracts to TRS. <input type="checkbox"/> Update leave on the current year service records if already created. <input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September. <input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual. <input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state.
Security Administration	<input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.