



# August



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# August

The following Business processes should be started or in progress:

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

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

| Application(s)                 | Task   |
|--------------------------------|--|
| <b>Finance</b>                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter 41 districts make the seventh payment.</li> <li><input type="checkbox"/> Reclassify transportation costs from function 34 to function 11 or 36 if needed.</li> <li><input type="checkbox"/> Make district bond payments by required dates according to the debt schedule.</li> <li><input type="checkbox"/> Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun.</li> </ul>   |
| <b>Payroll &amp; Personnel</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Pay comp time if applicable. (payroll run)</li> <li><input type="checkbox"/> Report new contracts to TRS.</li> <li><input type="checkbox"/> Update leave on the current year service records if already created.</li> <li><input type="checkbox"/> Be sure TRS On-behalf is recorded for the entire year after the final payroll is processed.</li> <li><input type="checkbox"/> Accrue salaries through August 31st for 10-month employees who receive their first payment in September.</li> <li><input type="checkbox"/> Communicate/update employees about employee handbook and administrative procedures manual.</li> <li><input type="checkbox"/> Accrue state revenue and set receivables/deferred revenue from the state.</li> <li><input type="checkbox"/> Prepare final budget amendments for the current fiscal year.</li> </ul> |
| <b>Security Administration</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Inactivate/replace security for non-returning employees in Security Administration.</li> </ul>   |