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# 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 |
|---|---|
| **Finance** | ❑ Chapter 41 districts make the seventh payment.<br><br>❑ Reclassify transportation costs from function 34 to function 11 or 36 if needed.<br><br>❑ Make district bond payments by required dates according to the debt schedule.<br><br>❑ Submit estimate of tax collections by TEA deadline (usually August 31st) report Sep-Aug or Jul-Jun. |
| **Payroll & Personnel** | ❑ Pay comp time if applicable. (payroll run)<br><br>❑ Report new contracts to TRS.<br><br>❑ Update leave on the current year service records if already created.<br><br>❑ Accrue salaries through August 31st for 10-month employees who receive their first payment in September.<br><br>❑ Communicate/update employees about employee handbook and administrative procedures manual.<br><br>❑ Accrue state revenue and set receivables/deferred revenue from the state. |
| **Security Administration** | ❑ Inactivate/replace security for non-returning employees in Security Administration. |