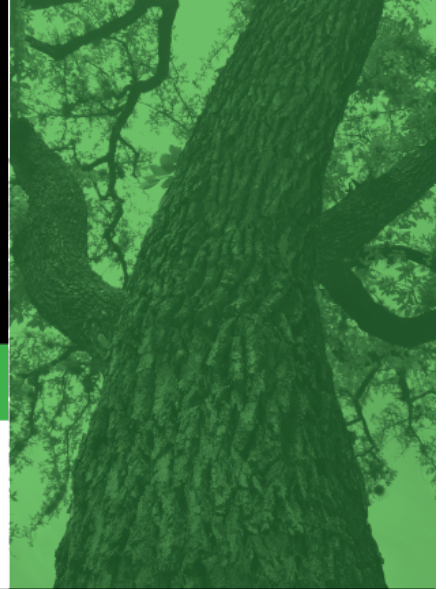




ASCENDER GUIDES



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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. ☐ Reclassify transportation costs from function 34 to function 11 or 36 if needed. ☐ Make district bond payments by required dates according to the debt schedule. ☐ 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) ☐ Report new contracts to TRS. ☐ Update leave on the current year service records if already created. ☐ Accrue salaries through August 31st for 10-month employees who receive their first payment in September. ☐ Communicate/update employees about employee handbook and administrative procedures manual. ☐ Accrue state revenue and set receivables/deferred revenue from the state.
Security Administration	☐ Inactivate/replace security for non-returning employees in Security Administration.