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May

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The following Business processes should be started or in progress:

❑ Budget Process
❑ Next Year Payroll Process
❑ TRS and Summer School Payments Process
❑ Create Service Records (After May payroll)

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

Application(s)	Task
Finance	❑ Excess Wealth districts make the fourth payment. ❑ Certify the Indirect Cost Rate (ICR) proposal if required. ❑ Complete the time and effort documentation for employees who are paid wholly or partially through federal grants, and who may use semi-annual certifications rather than monthly records of time and effort. Perform any required payroll adjustments. ❑ After the May payroll is posted, review the budget to ensure that there are adequate funds for the remainder of the year.
Payroll & Personnel	❑ Update next year's payroll for staffing changes. ❑ Supply next year payroll data to employees who are working on federal grants. Include salary and full benefit costs. ❑ Payoff retirees and other departing staff for early payoff if requested. ❑ For terminated employees, verify the month that the employee's health coverage will end. If the employee completes the instructional school year, the LEA is required to offer, at the same contribution, through August. If the employee is going to another LEA, it is recommended to coordinate with the new LEA.