



ASCENDER GUIDES



**September**



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# September

The following processes should begin or be in progress:

- [First Payroll of the School Year Process](#)

The following business tasks have been identified for the month of September. 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"/> Enter campus activity (fund 461) and student activity balances (fund 865), if needed.</li> <li><input type="checkbox"/> Begin audit preparations.</li> <li><input type="checkbox"/> Review records for retention and filing.</li> <li><input type="checkbox"/> Review and verify prior year Near-Final Summary of Finances and TEA settle-up. Also, review the Excess Wealth Cost of Recapture report and settle-up.                             <ul style="list-style-type: none"> <li>• Student data should match PEIMS.</li> <li>• Tax revenue should match the amount reported by the LEA via the TEAL FSP System in August.</li> <li>• Be sure certain staff allotment and transportation allotment have amounts. If zero, the LEA missed the reporting deadlines. Take the appropriate steps to complete the required reporting so that TEA can revise in the spring when the Final SOFs are generated.</li> </ul> </li> <li><input type="checkbox"/> Fiscal agents should send the estimate of Mid-Year PEIMS 033 records to LEAs to use in reviewing the IDEA_B MOE compliance status.</li> </ul> |

| Application(s)                        | Task   |
|---------------------------------------|--|
| <p><b>Payroll &amp; Personnel</b></p> | <ul style="list-style-type: none"> <li data-bbox="416 172 1481 212">☐ Verify the accuracy of payroll distribution and program intent codes (PIC).</li> <li data-bbox="416 241 1481 315">☐ Import or update employee benefits and verify data for the new plan year (Sep-Aug).</li> <li data-bbox="416 344 1481 418">☐ Verify the TRS rates and state minimum salaries prior to processing any payrolls.</li> <li data-bbox="416 448 1481 488">☐ Report new contracts to TRS.</li> <li data-bbox="416 517 1481 591">☐ <b>(Recommended)</b> Perform a direct deposit audit. Print the HRS1650 - Employee Salary Information Report and send to the campuses for signatures.</li> <li data-bbox="416 620 1481 728">☐ Generate the EEOC-5 report for the pay date closest to October 1 and maintain data for submission at a later time when required. For further information, reference the <a href="#">Federal EEOC Report Overview</a>.</li> </ul> |