



# September



## Table of Contents

September .....	i
September .....	1



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The following processes should begin or be in progress:

- [Human Resources - August Accruals](#)
- [Finance - Finance EOY Process](#)
- [Human Resources - First Payroll of the School Year Process](#)

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

Application(s)	Task
<b>Finance</b>	
<b>Human Resources</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Verify the accuracy of payroll distribution and program intent codes (PIC).</li><li><input type="checkbox"/> Work on fall staff unique IDs (UID).</li><li><input type="checkbox"/> Import or update employee benefits and verify data for the new plan year (Sep-Aug).</li><li><input type="checkbox"/> Verify the TRS rates and state minimum salaries prior to processing any payrolls.</li><li><input type="checkbox"/> Report new contracts to TRS.</li></ul>