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September

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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 following checklist to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	❑ Enter campus activity (fund 461) and student activity balances (fund 865), if needed. ❑ Begin audit preparations. ❑ Review records for retention and filing. ❑ 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. • Student data should match PEIMS. • Tax revenue should match the amount reported by the LEA via the TEAL FSP System in August. • 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. ❑ Fiscal agents should send the estimate of Mid-Year PEIMS 033 records to LEAs to use in reviewing the IDEA_B MOE compliance status.

Application(s)	Task
Human Resources	❑ Verify the accuracy of payroll distribution and program intent codes (PIC). ❑ Import or update employee benefits and verify data for the new plan year (Sep-Aug). ❑ Verify the TRS rates and state minimum salaries prior to processing any payrolls. ❑ Report new contracts to TRS. ❑ (**Recommended**) Perform a direct deposit audit. Print the HRS1650 - Employee Salary Information Report and send to the campuses for signatures. ❑ 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 Federal EEOC Report Overview.