

The image shows the Ascender logo on a black background. The logo consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller font below it. To the right of the logo is a vertical image of a tree trunk with green foliage, overlaid with a semi-transparent green filter. Below the logo is a green horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom of the image is a smaller version of the Ascender logo on a white background.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

December

Table of Contents

December 1

December

The following business tasks have been identified for December. Processes that are relevant to your LEA should be initiated or in progress. Use the checklist below to ensure all applicable tasks are addressed.

Application(s)	Task
Finance, Payroll	<input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year. <input type="checkbox"/> Complete your LEA's Payroll calendar year-end tasks. <input type="checkbox"/> 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. <input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.
Finance	<input type="checkbox"/> Begin preparing for the indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.) <input type="checkbox"/> Draw down federal funds to avoid possible high-risk auditee status. (Due by December 31st)

PEIMS Business Reminders:

- Finish reviewing Business elements for the Fall PEIMS Submission.
- The Fall PEIMS snapshot date is the last Friday in October.
- Coordinate the timing of the Fall PEIMS Submission with the PEIMS Coordinator and student campus PEIMS staff.
- Complete the Fall PEIMS submission by the appropriate due date in December. Once the final file is submitted, review all of the final reports to ensure that you have an accurate record of submission.
- Begin working on the Mid-Year PEIMS Submission (Business only).



Back Cover