



December

Table of Contents

December	1
----------------	---

December

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

- W-2 preparation: balance payroll for each month, quarter, and the year.
- Complete the Human Resources calendar year-end checklist.
- Complete the time and effort documentation for those employees paid wholly or partially through federal grants who may use semi-annual certifications rather than monthly records of time and effort, and perform any required payroll adjustments.
- During the break, check the mail for unemployment filings to allow the LEA sufficient time to respond.



Back Cover