

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. A green horizontal bar is located below the logo, containing the text 'ASCENDER GUIDES' in white, all-caps font. Below this bar is another instance of the Ascender logo, but smaller. To the right of the logo and bar is a photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay.

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