

December

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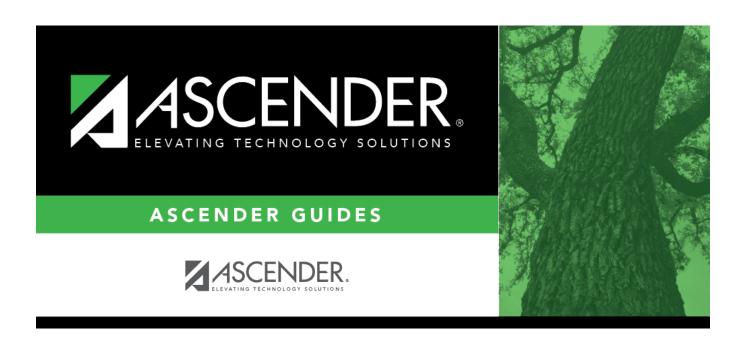
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December

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

Application(s)	Task
Human Resources	☐ 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 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.
	☐ During the holiday break, monitor incoming mail for unemployment filings in
	order to allow sufficient time for the LEA to respond.

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