

The image contains the Ascender logo, which consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. This logo is presented in two instances: a large one on a black background and a smaller one on a white background. A green horizontal bar with the text 'ASCENDER GUIDES' is positioned between the two logos. To the right of the logos is a vertical image of a tree trunk, tinted in a light green color.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**ASCENDER GUIDES**

**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS

# December



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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
<b>Human Resources</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year.</li><li><input type="checkbox"/> Complete the Human Resources calendar year-end checklist.</li><li><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.</li><li><input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.</li></ul>



## Back Cover