

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. The logo is set against a black background. To the right of the logo is a photograph of a tree trunk, showing the rough bark and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is a white horizontal bar with the Ascender logo and tagline repeated in a smaller size.

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 the month of December. Use the checklist to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance, Human Resources	<ul style="list-style-type: none"><li data-bbox="480 524 1476 562"><input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year.<li data-bbox="480 591 1326 629"><input type="checkbox"/> Complete the Human Resources calendar year-end checklist.<li data-bbox="480 658 1426 801"><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 data-bbox="480 831 1417 904"><input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.



Back Cover