



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="488 521 1406 589"><input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year. <li data-bbox="488 624 1334 658"><input type="checkbox"/> Complete the Human Resources calendar year-end checklist. <li data-bbox="488 694 1434 835"><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="488 871 1426 940"><input type="checkbox"/> During the holiday break, monitor incoming mail for unemployment filings in order to allow sufficient time for the LEA to respond.
Finance	<ul style="list-style-type: none"> <li data-bbox="488 949 855 983"><input type="checkbox"/> Continue the audit tasks.



Back Cover