

The image features the Ascender logo on a black background. The logo consists of a stylized 'A' icon followed by the word 'ASCENDER' in a bold, sans-serif font, with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' underneath. Below this, a green horizontal bar contains the text 'ASCENDER GUIDES' in white. At the bottom of the black area is a smaller version of the Ascender logo. To the right of the black area is a vertical image of a tree trunk, tinted with a green color that matches the bar above.

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"> <input type="checkbox"/> W-2 preparation: balance payroll for each month, quarter, and the year. <input type="checkbox"/> Complete the Human Resources calendar year-end checklist. <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. <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"> <input type="checkbox"/> Continue the audit tasks. <input type="checkbox"/> Begin preparing for the indirect cost rate application if needed. (Note: LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)



Back Cover