

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 below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
<b>Finance, Payroll</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 your LEA's Payroll calendar year-end tasks.</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>
<b>Finance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin preparing for the indirect cost rate application if needed. (<b>Note:</b> LEAs claiming SHARS/Medicaid reimbursement will usually need to do this.)</li> <li><input type="checkbox"/> Draw down federal funds to avoid possible high-risk auditee status. (Due by December 31st)</li> </ul>

**PEIMS Business Reminders:**

- Finish reviewing Business elements for the Fall PEIMS Submission.
- The Fall PEIMS snapshot date is the last Friday in October.
- Coordinate the timing of the Fall PEIMS Submission with the PEIMS Coordinator and student campus PEIMS staff.
- Complete the Fall PEIMS submission by the appropriate due date in December. Once the final file is submitted, review all of the final reports to ensure that you have an accurate record of submission.
- Begin working on the Mid-Year PEIMS Submission (Business only).



## Back Cover