



ASCENDER GUIDES



July

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July

The following business tasks have been identified for the month of July. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
Finance	<ul style="list-style-type: none"> <li data-bbox="395 521 1029 555">☐ Chapter 41 districts make the sixth payment. <li data-bbox="395 589 1241 622">☐ Set up any new grants as approval notifications are received. <li data-bbox="395 656 1326 689">☐ File transportation services route services report. (Due August 1st.) <li data-bbox="395 723 1458 801">☐ Update budget and template estimates for certified values. (Due by July 25th from CAD.)
Human Resources	<ul style="list-style-type: none"> <li data-bbox="395 813 1214 846">☐ Second quarter payroll reports for 941 and unemployment. <li data-bbox="395 880 815 913">☐ Report new contracts to TRS. <li data-bbox="395 947 751 981">☐ Payoff any terminations. <li data-bbox="395 1014 1331 1048">☐ Update leave on the current year service records if already created.



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